

**WEBSTER COUNTY LIBRARY  
YOUTH SERVICES COORDINATOR  
MARSHFIELD LOCATION**

**Hours/Days**

This position is part-time (approximately 25-28 hours per week). Employee must be able to work any hours the library facility is open in order to meet the service needs of the community.

**Salary/Wage**

\$13.00/hour

**Job Summary**

The library plays a significant role in the lives and development of youth in our community. This position plans, organizes, and delivers all aspects of youth library service at the Webster County Library-Marshfield in accordance with Webster County Library policies.

**Youth Services Duties/Responsibilities**

- Plan and conduct weekly/monthly programs for youth (infant to teen) which may include evening and weekend events.
- Plan and conduct a Summer Reading Program and other special events.
- Collaborate with the Rogersville Branch on preparation of the Summer Reading Program and other events.
- Collaborate with other staff to publicize all programs and create promotional items.
- Maintain an archive of all program related publicity materials, calendars, logs of attendance, etc.
- Work within an established budget for youth programs.
- Serve as a contact person to local school systems, daycare centers and other youth advocates regarding youth programs.
- Provide library tours to school and daycare groups as requested.
- Maintains an ongoing knowledge of authors, genres, and subjects of interest to youth.
- Maintain the appearance and functionality of the youth section of the library, including book displays, decorations for holidays and special events.
- Attend training sessions related to youth services. Mileage is reimbursed.
- Promotes youth services to the community and other library staff.
- Other duties as assigned.

**General Library Duties As Appropriate**

- Perform readers' advisory services, assist patrons with information and computer needs.
- Learn library opening and closing procedures.
- Learn and perform the functions of the library circulation desk.
- Assist patrons with the operation of library equipment.
- Shelving of library materials.

**Knowledge/Skills/Abilities**

- The ability to interact pleasantly, constructively and cooperatively with library patrons of all ages and staff.
- Attends work on a regular, dependable and timely basis.
- Excellent communication skills; oral and written.
- Ability to plan and organize events, as well as, maintain and organize accurate files and records.
- Must exhibit flexibility, initiative, creativity, energy, patience, and tact.
- A working knowledge of basic computer operation and applications.
- Be willing to acquire knowledge of new technology available in the library and have the ability to translate that knowledge to patrons.

### **Qualifications**

- Must have a high school education or GED equivalent and be 18 years of age to qualify. A college degree in a library, educational or related field is preferred for the position.
- Must have demonstrated experience working with the public and with youth in some . Experience working with youth is preferred.
- Must be able to pass a security background check.

### **Working Conditions/Physical Demands**

*Accomplished with or without reasonable accommodation*

- Ability to complete tasks while standing for extended periods of time.
- Ability to reach high or low to review or retrieve materials on shelves (stools are available).
- Operation of a computer keyboard and mouse at efficient speed.
- Sufficient clarity of speech and correctable hearing to communicate well with staff and patrons.
- Sufficient correctable vision to review a wide variety of library materials, written correspondence, reports and related materials in both electronic and hard copy form.
- Ability to lift and/or move material weighing up to 40lbs.
- Primarily indoors with heating and cooling regulated in a general library environment.

**Applications are available at the Circulation Desk and on the library website [webstercountylibrary.org](http://webstercountylibrary.org). Contact: 417-468-3335.**

**Return applications/resumes to: Webster County Library, Attn: Director, PO Box 89, 219 W. Jackson, Marshfield, MO 65706**

**Or email application to [marinfo@webstercountylibrary.org](mailto:marinfo@webstercountylibrary.org)**

**Applications will be reviewed until the position is filled.**

**May 20, 2024**