

SBBDL Youth & Family Services Coordinator

The Suttons Bay Bingham District Library is hiring a part-time Youth & Family Services Coordinator. The main job responsibilities are to coordinate services for youth & their caregivers and to provide basic circulation services to library patrons.

The applicant must have knowledge of youth developmental stages from birth through emerging adult, knowledge of literacy learning, a familiarity with library materials for youth and the ability to build rapport with youth & their caregivers.

We are looking for an applicant with excellent customer service skills, excellent attention to detail, great communication skills and the ability to maintain workplace confidentiality. As well as working well with the public, the applicant must maintain positive working relationships with library staff and volunteers.

Main job responsibilities include:

Coordination of services for youth & their caregivers

- Plan weekly storytime to promote early literacy skills to caregivers incorporating theme, stories, activity and snack
- Coordinate summer reading program for youth
- Coordinate library visits for youth groups
- Work with library Friends and community partners on special library and outreach initiatives and events for youth and their caregivers
- Monitor youth services email account
- Keep youth collection in good order, make necessary repairs or request replacement of worn material and make suggestions for collection development of youth materials
- Update displays and passive programming in youth area on a regular basis
- Maintain and update children's technology resources
- Purchase and keep youth programming supplies in good order
- Promote all youth programming through website, social media, local media, local print advertising, and in person
- Represent library's youth and family services to community partners

Provide basic circulation services at library

- Provide basic circulation services
- Work with patron accounts
- Find requested items
- Work with reserved items
- Work with overdues items
- Maintain library shelves
- Ability to use and demonstrate digital collection
- Assist patrons using desktop computers with basic tasks
- Assist patrons in accessing library's wi-fi

- Assist patrons using copy machine to make copies or send images
- Collect fees & fines
- Basic library maintenance
- Open and close library building

The position is 12 flexible hours per week but must be available weekdays as well as out-of-school times including some evenings, Saturdays and school breaks. The rate of pay is \$15.00 per hour. To apply, please submit a cover letter, resume and two references by email to director@sbbdl.org.