

## **DIXON PUBLIC LIBRARY POSITION DESCRIPTION**

**POSITION/TITLE:** Youth Program Coordinator

**FLSA CLASS:** Non-Exempt

**REVISED DATE:** April 2025

### **JOB SUMMARY:**

Plans and implements library programs.

### **HOURS OF WORK:**

Full Time – includes some evenings and Saturdays (35 hours per week).

### **SUPERVISION:**

Reports to Library Director and Children's Librarian; works independently and in cooperation with the Children's Librarian. Delegates responsibilities to other staff or volunteers who are assisting with programs.

### **ESSENTIAL DUTIES AND RESPONSIBILITIES:**

Plan and deliver the Youth Library Programming. This includes, but is not limited to, the annual Summer Reading Program, storytimes, after-school programs, school visits, tours, and other children's programs. Select appropriate books, songs, puppets, fingerplays, and prepare crafts.

Coordinate with the Youth Librarian.

Provide a range of library services including, but not limited to, checking in/out materials, responding to public inquiries, including reader's advisory and reference questions, using both print and online resources, assisting patrons with library services and equipment, issuing library cards, and managing and monitoring public computer use.

Keep the work area neat and the public area orderly.

Uphold patrons' constitutional and legal rights, abide by federal and state statutes, and implement board policies and library procedures.

Please note this job description is not designed to cover or contain a comprehensive listing of activities, duties or responsibilities that are required of the employee for this job.

It is expected that the Youth Program Coordinator will perform other duties as needed and assigned by the Library Director.

### **MINIMUM QUALIFICATIONS**

Four year degree in education, child development, or library science preferred. Minimum two-year associate's degree in early childhood education, child development, or related field or equivalent work experience required.

Knowledge of child development and children's literature.

Experience with basic computer functions and other library equipment.

Good oral and written communication skills.

Ability to work creatively and comfortably with children, parents, teachers, community members, and organizations.

Good organizational skills.

**PHYSICAL DEMANDS:**

The physical demands described herein are representative of those that must be met by an employee to successfully perform the essential functions of this job during a full duty day or shift. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, an employee is required to sit, talk, and hear. Employee is required to walk; use hands to finger, handle, or feel objects, tools, or controls; and reach with hands and arms.

Employee is required to use cognitive ability to reason, analyze, and verbalize thoughts and ideas.

Employee must occasionally lift and/or move up to 25 pounds. Specific vision abilities required by this job include close vision and the ability to adjust focus.

Employee must be available and present for work as scheduled.

Employee must perform all functions of the job safely and efficiently at all times in compliance with all safety regulations and policies for the safety and welfare of the employee, co-workers, and the public.

**WORK ENVIRONMENT:**

The work environment characteristics described herein are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

The work environment is a typical customer service environment that requires ability to use and operate a personal computer and peripherals, telephone, photocopy machine, and calculator.

The noise level in the work area is usually moderately quiet, but on occasions can be considered moderately noisy.