

**Welland Public Library
Job Description**

TITLE: **Temporary Full-Time Coordinator of Children and Youth Services
(14 Month Maternity/Parental Leave Contract)**

DEPARTMENT: **Public Services**

REPORTS TO: **Manager of Public Services**

September 2017

POSITION SUMMARY

Under the general direction of the Manager of Public Services, the Coordinator of Children and Youth Services is responsible for the planning, implementation and evaluation of youth and children's services and programs in a multi-branch system. This position also provides reference, information, reader's advisory and circulation services to customers using a variety of resources including print materials, electronic information and integrated library software. The work includes supervisory and administrative duties in a unionized environment.

DUTIES AND RESPONSIBILITIES

- Develops and implements goals, objectives and procedures for youth and children's services and programs, consistent with the library's mission, goals and objectives.
- Assists in the planning and development of library services by assessing community needs and adjusting library programs to meet these needs.
- Promotes the library through community liaisons, tours, group presentations, and programs.
- Provides reference, information, and reader's advisory services using a variety of electronic and print information sources. Assists the public in the use of electronic and print resources.
- Coordinates and develops collections including material selection, collection maintenance, and weeding and/or discarding of library materials consistent with the library's collection development guidelines.
- Plans, coordinates and conducts story times, class visits, and other programs for children and youth.
- Provides leadership and guidance to staff through supervision, staff selection, orientation, training, staff development and performance appraisal.

- Communicates and interprets library policies, procedures and information to staff and the public.
- Keeps informed of new advances in the library field, and assists in their applications to the development of library services.
- Develops effective partnerships and liaisons with community groups and organizations to further the development of library service to a diverse community.
- Assists in planning service goals and objectives, by analyzing existing services and procedures, and assisting in planning for new services. Solicits and conveys information from staff to Manager.
- Performs basic equipment maintenance and troubleshooting to resolve routine hardware and software problems.
- Has responsibility to monitor health and safety training and ensures that staff comply with the library's policy.
- Performs other related duties, as required.

REQUIRED SKILLS AND QUALIFICATIONS

- Masters Degree in Library Science from an accredited ALA library school or equivalent library degree.
- Minimum of two (2) years' experience required
- Supervisory skills and experience working with children and teens.
- Excellent verbal, listening, and written communication skills.
- Demonstrated computer competencies in a Windows environment and comfort with emerging technologies.
- Thorough knowledge of library systems, policies and procedures.
- Ability to establish and maintain harmonious relations with the staff and public.
- Ability to problem-solve in an effective manner; ability to use sound judgement when dealing with patrons.
- Knowledge of children's literature and services.
- Demonstrated leadership ability and skills.
- Strong customer services background.
- Working knowledge of the French language would be an asset.
- Ability to plan and achieve results to meet deadlines.
- Requirement for shift work, including evenings and weekends.

SUPERVISORY RESPONSIBILITIES

The Temporary Full-Time Coordinator of Children and Youth Services is responsible for the direct supervision of one full-time employee and one part-time employee. Acts as the person in charge for library operations in the absence of Senior Management

WORK ENVIRONMENT

The work environment is indoors, in a comfortable library setting, and involves everyday risks which require normal safety precautions typical of such places as offices, meeting rooms and libraries. Hazards are considered minor and controllable, but may include exposure to human error and angry/hostile patrons. Noise level is usually moderate. Work is performed amid normal conditions of dust, odours, fumes and noises.

PHYSICAL STRESSES

Work involves prolonged sitting or standing, as well as light physical effort including lifting, carrying, reaching, stooping, pulling and pushing activities, manual dexterity, and repetitive movements. Moving, shelving and retrieving library materials from high or low settings are involved. Clear speech as well as visual and hearing acuity must be used on a daily basis. Continuous viewing of a computer screen with attention to detail or small print occurs daily for short periods of time while in office or assisting patrons with computer searches. May include occasional work outdoors when assisting with outdoor programs or outreach initiatives.