



# Middletown Public Library

20 North Catherine Street, Middletown, PA 17057

Phone: (717) 944-6412 - Fax: (717) 930-0510

[Middletownpubliclib.org](http://Middletownpubliclib.org)

## Youth Services Coordinator

The Middletown Public Library is seeking a Youth Services Coordinator to work 18-24 hours a week that will require the flexibility to work days, evenings, and weekends. The primary responsibility of this position is the coordination and implementation of the library's programs and services to children, teens, and their families.

The library primarily serves the approximately 9,500 residents of Middletown Borough in Dauphin County, but has connections with other local communities. The Library has a separate space for the Children's Library on its mezzanine level that provides a flexible space for a myriad of programs.

The successful candidate will be knowledgeable about early literacy and programming for children and teens with emphasis on STEM/STEAM programs, technology, and literacy. Working both independently and with a team, this position will assist in leading the library in creating outstanding youth services for our community.

### Essential Responsibilities:

#### **1. Programming and Services**

- Maintain ongoing programming while introducing new programs and events that respond to patron and community needs and demand.
- Oversee the annual summer reading program for children and teens which includes: Trainings, preparing tracking materials, preparing and disseminating promotional materials, and planning and implementing associated events.
- Create displays in the children's library and young adult space
- Provide reader's advisory for children and teens
- Create flyers, posters, and brochures for programs and otherwise assist in publicizing programs
- Assist in maintaining the library website and social media pages.

#### **2. Collection Development**

- Manage Children's and Young Adult Collections including maintenance, displays, weeding, and suggestions for additions in accordance with the library Collection development policy.
- Stay current with children's and young adult literature by reading widely and keeping up with current trends in library materials for children and young adults.

#### **3. Outreach & Community Relations**

- Work with Community Groups, schools, daycares, parents, teachers, and other stakeholders to keep them informed of services available to youth and to work cooperatively on projects of

mutual interest or benefit. Cultivate and maintain partnerships with local schools, childcare providers, and other youth related organizations to promote reading and digital literacy.

- Play a role in the library's community engagement efforts
- Identify library and literacy outreach opportunities and develop appropriate responses.
- Stays informed of activities for children and families within the community.

#### **4. Professional Development**

- Actively pursue self-development in library services and programming for Children and youth.
- Stay current with emerging technologies and how they relate to trends in youth programming (e.g. Minecraft, coding, STEAM) and libraries in general.
- Attend workshops, webinars, conferences, and read professional literature to stay informed on issues related to children and teen library services and creative learning activities.
- Keeping informed on trends in library services and professional organizations.

#### **5. Cover circulation desk and perform Circulation Aide duties as scheduled/needed**

#### **6. Other Duties as assigned.**

##### **Knowledge, Skills, & Abilities:**

- Provide a high level of customer service, mediate patron concerns, and address issues or needs in the Children's Library, young adult space, and entire library.
- Able to work well with children and teens
- Have a strong knowledge of children's and young adult literature.
- Work independently and as part of a team.
- Possess effective verbal and written communication.
- Have strong organizational skills, including the ability to work accurately with attention to detail, and be punctual and dependable.
- Possess strong technology and computer skills. Duties include basic computer and technology assistance utilizing the following:
  - Microsoft Office Programs
  - WordPress or website maintenance
  - Canva
  - Telephone, copiers, printer, scanner, and fax.
- Keep work area neat and tidy

##### **Qualifications:**

- Prior experience working in a library, at least one year
- Prior experience planning programming for children and teens
- Bachelor's Degree preferred. Degree in library science or education preferred.
- PA Criminal Record Check, PA Child Abuse History Clearance and FBI fingerprint Criminal Record Check is required as a condition of employment.
- Complete Mandated Reporter Training (can be completed as part of initial training)

- Have reliable transportation to and from library

**Work Environment/ Physical Demands**

- Majority of work is performed in a general office/library environment
- Generally, the employee must be able to lift materials up to 30 pounds from ground to waist level and be able to push/pull carts weighing up to 120 pounds
- Ability to work with and engage with children and youth in a myriad of locations and situations.

**Organizational Relationship**

This position reports directly to the Library Director. This position cooperates with other staff members and participates in work groups to meet the needs of the library, patrons, and community.

**Hours and Compensation**

This is a part-time position of 18-24 hours a week at \$14 an hour and does not offer medical benefits or retirement packages.

**To apply please send resume, cover letter, and references to Heidi Ditzler, Library Director at [Director@middletownpubliclib.org](mailto:Director@middletownpubliclib.org) with the subject line Youth Services Coordinator Application.**