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| Posting Date: February 8, 2017 | Removal date: Until Filled |
| Location: | HEADQUARTERS |
| Position: | YOUTH SERVICES COORDINATOR |
| Department: | HEADQUARTERS |
| Reports to: | MEREDITH WICKHAM |
| Status: | <input checked="" type="checkbox"/> Exempt <input type="checkbox"/> Non-Exempt (35 hours per week) Grade 15 |

This position is responsible for providing support and making recommendations for library services targeted to children and teens in First Regional Library's five-county service area. Oversees library outreach services throughout the region. Works closely with the youth specialists, parents, families, caregivers, teachers, administrators, and agencies serving children and teens. The ideal candidate must be an enthusiastic, compassionate person who is passionate about engaging patrons from all backgrounds and ages and committed to lifelong learning. Position will require initiative to plan and administer outreach programs. Supports the Library's mission, goals and strategic plan; assumes responsibility for how the Library is perceived by staff and the public

DUTIES AND RESPONSIBILITIES:

- Supports and provides leadership to FRL children's and youth services staff.
- Manage the Words on Wheels Book Wagon Mobile Outreach program.
- Submits recommendations concerning library services for children and youth to the Director and helps to implement related decisions.
- Works to coordinate the services of First Regional Library with agencies that provide services to children and youth. Includes acting as a liaison with child care centers, Head Start, school districts, colleges, universities, community organizations, coalitions, and statewide initiatives.
- Represents First Regional Library at community functions and various outreach locations. Works to ensure involvement of the library in community-building efforts, especially those affecting children and youth.
- Assists with planning and coordination of system-wide youth services efforts including Summer Library Program, Back to School Initiative, Guys Read, etc.
- Coordinates the Born to Read early literacy program, which distributes newborn book bags through partnerships with area WIC, doctors' offices, clinics, and hospitals.
- Assists in identifying, writing and implementing grants.
- Assists in the training and professional development of all library staff members, with emphasis on those involved in providing children's and teen programming.
- Assists with material selection. Examines challenged children's and teen library materials and makes recommendations on same. Assists in collection maintenance for branches as needed.
- Maintains Early Childhood Resource Center at Headquarters and aids in the development of other Resource Centers throughout the region.
- Serves on Director's Administrative Team. Assists in the overall planning of library activities. Keeps essential statistics and records.
- Keeps abreast of developments in the field of child and adolescent development by attending conferences, reading professional literature, and by networking and being actively involved in professional associations.

MINIMUM REQUIREMENTS:

- Knowledge of early childhood education, child development, and best practices in providing public library services to children and teens.
- Knowledge of collection development standards and operations for public library collections for children and current early childhood education and parenting topics.
- Excellent interpersonal and creative problem-solving skills; ability to work effectively within a collaborative environment, especially with agencies outside the Library.
- Excellent written and verbal communication skills.
- Positive and enthusiastic approach to public library service, especially to children, youth, families, caregivers, and agencies that work with children and teens.
- Ability to work weekends and evenings.
- Ability to lift 30-40 pound bins filled with books or other materials.
- Ability to set up tables and move furniture for programs.
- Must have a valid driver license.
- Bilingual/Spanish desired

FIRST REGIONAL LIBRARY

JOB VACANCY NOTICE: HERNANDO, MS

BENEFITS AND SALARY:

Starting salary \$36,500 to \$45,000 dependent upon experience. Benefits include medical, dental, vision & life insurance; participation in PERS of Mississippi Retirement Plan.

EDUCATION:

- MLS from an ALA-accredited library school with emphasis in children's literature and services.
- 2 years experience in working with children in a group setting.
- Extensive experience and training in all aspects of public library children's services preferred.
- Experience with computers, Internet searching, knowledge of children's literature and current events helpful.

*For more information apply online at firstregional.org
Email online application to mwickham@firstregional.org*

EOE minorities/females/disabled/veteran