Galax-Carroll Regional Library seeks a Regional Youth Services Coordinator to plan, promote, and present children's summer reading and other youth/family programs, provide outreach to schools and daycare providers, select materials for youth collections, and perform general library duties. Bachelor's degree, library experience, experience working with children required. Ability to lift 10 pounds. FT with some evenings/weekends required. Computer experience and customer service experience a plus. $32,108 starting salary annually. Send City of Galax application, cover letter, resume, and three references by July 17, 2020, to Trish Fore, Director, Galax-Carroll Regional Library, 610 W. Stuart Drive, Galax, VA 24333. Equal Opportunity Employer

Library Paraprofessional I - Regional Youth Services Coordinator

FLSA Status: *Non-Exempt*

General Definition of Work

Performs intermediate technical work, providing youth and family programming, reference, administrative support for the library system, assisting patrons in use of library equipment and locating library materials, assisting at the circulation desks, and related work as apparent or assigned. Work is performed under the limited supervision of the Assistant and Regional Library Directors. Limited supervision is exercised over volunteers.

Qualification Requirements

To perform this job successfully, an individual must be able to perform each essential function satisfactorily. The requirements listed below are representative of the knowledge, skill and/or ability required. Reasonable accommodations may be made to enable an individual with disabilities to perform the essential functions.

Essential Functions

- Performs general library duties: registers new patrons, checks materials in and out; assists patrons with reference requests, selection of materials, and use of library equipment; produces morning reports; processes reserves; collects and accounts for fines; re-shelves incoming materials; ensures safety of patrons and staff.
- Manages youth collections: reviews title offerings to select library materials, weeds and distributes withdrawn copies.
- Plans, promotes, and presents children's summer reading and other youth/family programs; develops themes, creates forms, programs, displays, awards and prizes; publicizes events.
- Regularly consults with area schools and other public libraries to coordinate program development.
- Plans, coordinates, and conducts library tours as requested.
- Provides resource materials to teachers, schools, parents, homeschoolers, daycare providers and head starts based upon age appropriateness.
- Provides outreach services to the youth community.
- Compiles and maintains accurate records of program attendance; analyzes and interprets data; prepares monthly and annual reports.
- Assists with design, development, and update of information for youth/families on regional library website and social media platforms.
- Ensures assigned areas are straightened and maintained; puts up seasonal decorations.
- Recommends annual budget for youth programs according to established guidelines.
- Assists with other tasks as assigned.

Knowledge, Skills and Abilities

Thorough knowledge of basic library procedures, methods and techniques; thorough knowledge of the library circulation functions; thorough knowledge of office procedures and records maintenance techniques; ability to exercise initiative and independent judgment; skill in the use of library equipment, materials and resources; ability to establish and maintain effective working relationships with library patrons and associates.

Education and Experience

Bachelor's degree and moderate experience in library work, or equivalent combination of education and experience.

Physical Requirements

This work requires the regular exertion of up to 10 pounds of force and occasional exertion of up to 25 pounds of force; work regularly requires standing, walking, speaking or hearing and using hands to finger, handle or feel; occasionally requires stooping, kneeling, crouching or crawling, reaching with hands and arms, pushing or pulling and lifting; work has standard vision requirements; vocal communication is required for expressing or exchanging ideas by means of the spoken word; hearing is required to perceive information at normal spoken word levels; work requires preparing and analyzing

written or computer data, visual inspection involving small defects and/or small parts, using measuring devices, assembly or fabrication of parts within arm's length, operating machines and observing general surroundings and activities; work has no exposure to environmental conditions; work is generally in a quiet location (e.g. library, private offices).

Special Requirements

None.