



City of La Marque Youth Program Coordinator

Title: Youth Program Coordinator
FLSA Status: Non-Exempt
Reports To: Library Director

Department: La Marque Library

SUMMARY

Under the direction of the Library Director, plans, organizes, develops, and delivers services for the youth of La Marque. This person will play a vital role in promoting City and Library programs and services throughout the community.

ESSENTIAL FUNCTIONS AND RESPONSIBILITIES

1. Plans and implements programs for children, young adults, and families.
2. Initiates, plans, and conducts outreach services at a variety of locations including schools, businesses, non-profit organizations, and at community events.
3. Maintains statistics needed for monthly and annual reports.
4. Consults with Library Director in purchasing books for the Juvenile collection within budgetary parameters.
5. Provides instruction and information about the library, library services, and events.
6. Assists customers with the use of copier, computers, scanner, laminator, and fax.
7. Assists customers at the circulation desk and by phone as needed.
8. Speaks to various community groups as requested.

QUALIFICATIONS

1. Bachelor's degree in Education or related field or equivalent experience.
2. 2+ years in a professional or educational setting working with youth.
3. Excellent customer service skills
4. Knowledge of library technology, Internet, and other online resources
5. Strong written and verbal skills
6. Strong attention to detail and organizational skills
7. Ability to work efficiently both independently and in collaboration with others.

KNOWLEDGE, SKILLS, AND ABILITIES

Familiarity with child developmental levels

Ability to cultivate and maintain good public relationships.

Ability to identify community needs and work effectively with City staff in meeting those needs.

Ability to manage and prioritize multiple tasks.

Strong customer service skills

Ability to communicate clearly and concisely both verbally and in writing.

PHYSICAL REQUIREMENTS

1. Ability to lift up to 50 pounds.
2. Ability to sit or stand for long periods of time.
3. Ability to reach materials on high or low shelves with stepstools.



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Youth Program Coordinator*

WORKING CONDITIONS

The work environment is typical of offices/libraries. Noise or physical surroundings may be distracting, but conditions are generally not unpleasant.

Must have reliable transportation to various community outreach programs and events.

Public service hours are Tuesday – Saturday.

EMERGENCY CLASSIFICATION: TIER 2 – Employees are responsible for maintaining contact with their supervisor regarding assignments to stay abreast of the emergency by monitoring radio and television for instructions, and by calling the Emergency Operations Center daily.

SALARY: Dependent on qualifications