



Position Available at the Akron-Summit County Public Library

ABOUT THE LIBRARY

Since 1874, the Akron-Summit County Public Library (ASCPL) has been an essential community asset. We've been recognized nationally as one of the finest public libraries in the United States due to our excellent customer service, collaborative community involvement, and high level of customer and employee satisfaction. We offer a comprehensive benefits package, including paid vacation and sick leave, 11 paid holidays, voluntary benefits (health, dental, and vision), ASCPL-provided life insurance, and retirement through the Ohio Public Employees Retirement System (OPERS).

DUTIES & RESPONSIBILITIES:

The ASCPL is hiring a Assistant Youth Services Coordinator to support our Mission Statement to provide resources for learning and leisure, information services, meeting spaces, and programs for all ages that support, improve, and enrich individual, family, and community life.

The Youth Services Assistant Coordinator performs a variety of professional duties as related to the development and delivery of Library services to youth customers.

The role works 37.5 hours and:

- Oversees youth programming and services and advises and provides support to Youth Librarians system-wide.
- Works with Children's Library and Teen and Collection Development agencies in the development and maintenance of content for youth customers, and adults who live and work with them, found on the Library website, in bibliographies, and in other resource lists.
- Uses current technology to interact with intermediate and teen customers, works with other employees to institute new technologies, and stays abreast of technology trends.
- Provides training and mentoring to Youth Librarians system-wide in developing programs and services of interest to youth who visit Library locations on their own and those who come with their families.
- Provides individualized orientation, training, and support to newly hired Youth Librarians, and helps determine, identify, and provide continuing education/training opportunities for Youth Librarians.
- Represents the Library to community groups and organizations that work with youth, their families, and adults who work with them, by providing programs, attending events, and forming partnerships.
- Visits branches regularly and assists with planning and designing promotional displays, programs, and outreach.
- Helps plan signature Main Library programs (e.g., Geekfest) and system-wide events (e.g., author visits).
- Substitutes for Youth and Children's librarians as needed.
- Provides coverage for the Children's Library and Teen Division desks as needed.
- Supervises Youth Services Office employees in the absence of the Coordinator.
- Represents the Library by working with local and state youth-serving organizations.
- Assists agencies in serving youth during the absence of the regular Children's and Intermediate/Teen Librarian.
- Participates as a representative of the Library at local and state professional conferences, meetings, and workshops.
- Performs other duties as assigned.

REQUIRED KNOWLEDGE, SKILLS, AND ABILITIES:

Required: Master's degree in Library and Information Science. Knowledge of library services and operations. Knowledge of the principles and practices of library science. Knowledge of youth development principles. Knowledge of educational contexts and the interests and needs of educators and care partners. Knowledge of customer interests related to Library materials, programs, and services. Knowledge of the principles of intellectual freedom as they apply to public libraries. Skill in customer service principles, practices, and programs. Skill in public speaking and delivering educational and informational presentations. Ability to plan and conduct programs for Library customers. Ability to establish and maintain effective working, advising, and consulting relationships with professionals and community groups and organizations. Ability to plan, implement, and manage change within the agency, division, and/or organization. Ability to use a computer and job-related software or systems applicable to the essential functions of the job. A valid driver's license, automobile insurance, and reliable personal transportation. Ability to pass criminal background and education verification checks. Ability to lift



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light objects (less than 25 pounds) and carry them short distances (50 feet or less) and push Library materials carts up to 200 pounds. Ability to work irregular hours, including evenings and weekends, as needed.

Preferred: Public Librarian certification. 5 or more years of relevant experience.

THE AKRON-SUMMIT COUNTY PUBLIC LIBRARY IS AN EQUAL OPPORTUNITY EMPLOYER



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