

Youth & Family Programming Coordinator

Job Description

JOB DESCRIPTION: Full time position available for an energetic, outgoing, team-oriented person who is interested in recreation, children's programming, community outreach, event coordination, and special projects. Candidates for this position provide exemplary public service, programming, and advocacy for youth and families including those with diverse backgrounds and abilities as a part of the youth services and outreach teams.

Location: Main Library (1225 State St., Bowling Green, KY). Travel to other locations upon request.

TASKS

- Provide, create, and facilitate regular events and programs for youth and families at multiple locations.
- Attend community and partner events on behalf of the library. Advocate regularly for children's programs and library services at outreach events.
- Support the Youth Services Manager & the Community Outreach Manager with large scale event organization for families and children.
- Assist in the coordination of Summer Reading and Winter Reading programming initiatives at all library locations.
- Solicit special guests/visitors/speakers to provide fun and educational opportunities for children, families, and adults.
- Assist patrons in locating children's books and other materials. Recommend & suggest library materials to children and families.
- Ability to cover the circulation desk when necessary.
- Intermittent engagement with youth ages 0-18 through intermittent programs and other interactions in the library.
- Other duties as assigned.

KNOWLEDGE/SKILLS:

- Strong organizational & communication skills and proven ability to problem solve independently.
- Strong emotional and interpersonal intelligence.
- Ability to be socially confident and energetic in large groups of people.

- Knowledge of developmental, early literacy, recreational and educational needs of children.
- Knowledge of best practices in community assessment and engagement.
- Cultural competence skills.
- Strong computer skills and familiarity with Google Suite & Microsoft Office.

SUPERVISION & ACCOUNTABILITY

- Supervision of this position is shared by Youth Services and Community Outreach Managers, but will report to all managers on duty.
- This is a non-supervisory position.

SUGGESTED DEGREE OR EQUIVALENT EXPERIENCE

(One of the following):

- Experience organizing events, parties or community services.
- Recreation or summer camp experience.
- Experience working in a library setting in a youth services capacity.
- Experience working in a classroom setting.
- Bachelor's Degree in applicable/related field.

ABILITIES:

- Able to communicate effectively with others, orally and in writing, including through email.
- Able to identify and translate children's needs and interests into effective library services and programs.
- Able to establish and maintain effective working relationships with co-workers, patrons, user groups, community organizations, volunteer groups and to serve the public courteously.
- Able to recognize and set priorities, and to use initiative and independent judgment in a variety of situations.
- Able to learn and stay current with emerging technology, including digital media.
- Must be able to lift and carry bags of books or boxes weighing up to 40 pounds.
- Must be adept with speaking to large groups.
- Must be able to drive a car and hold a valid driver's license.
- Must be available to work evenings and weekends.