



## **Vacancy Announcement – Youth Services Coordinator (Full-time)**

The Tuxedo Park Library welcomes applicants for the full-time position of Youth Services Coordinator. We are looking for a dynamic, customer service oriented individual to join our team. TPL is an Association Library and serves a community of over 3,600 in Tuxedo Park, NY.

### **The Youth Services Coordinator's responsibilities:**

1. Develops, coordinates and conducts programs for children, young adults and families.
2. Develops and monitors collection development plan for portions of the youth collection.
3. Performs the purchasing, preparation and linking of most youth materials and responsible for appearance and order of youth collections.
4. Develops and follows youth services policies and procedures.
5. Coordinates program planning with school librarians to ensure complementary services to students.
6. Serves as liaison to other community agencies serving Tuxedo's youth.
7. Assists in the development of marketing materials.
8. Prepares regular reports for the Library Director.
9. Maintains awareness of trends in youth services and of issues affecting youth. Attends meetings and participates in professional library organizations.
10. Coordinates youth volunteers.
11. Provides general library services to the public at the circulation desk.

### **Education and/or Experience:**

- Bachelor's Degree in Education or related field required
- Experience working with youth a must
- Computer skills sufficient to perform the functions of the online catalog and circulation software of the library's automated system a must
- Experience with Microsoft Windows/Microsoft Office suite and social networking platforms preferred
- Possess knowledge of library methods, policies and procedures preferred

### **Hours:**

40 hours per week (1 evening a week and 2 Saturdays a month)

### **Salary and Benefits:**

The salary range for this position is \$42,000-45,000 based on experience. Benefits include a health insurance contribution, employer contribution to a 403b plan and paid vacation time.

### **How to apply:**

Interested applicants should send a resume and cover letter to Diane Loomis, Library Director: [tplapply@rcls.org](mailto:tplapply@rcls.org). Only candidates selected for interviews will be notified. Preference will be given to applications received by **February 7, 2020** but applications will be accepted until the position is filled.