



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. Tuxedo Park Library is an Association Library and serves a community of over 3,700 in Tuxedo Park, NY.

The Youth Services Coordinator's responsibilities:

1. Plans, develops, coordinates and conducts programs for children, young adults and families throughout the year and maintains established programs.
2. Performs the purchasing, preparation and linking of most youth materials and responsible for appearance and order of youth collections.
3. Develops and follows youth services policies and procedures.
4. Instructs children and young adults in the use of library tools and resources.
5. Serves as liaison to other community agencies serving Tuxedo's youth.
6. Prepares regular reports for the Library Director.
7. Attends meetings and participates in professional library organizations.
8. Coordinates youth volunteers.

Physical: Ability to physically perform the duties associated with setting up programming space, which include lifting, bending, and pushing.

Education and/or Experience:

- Bachelor's Degree in Education or related field required
- Experience working with youth a must
- Technology skills sufficient to perform the functions of the current ILS, MS Office suite, and relevant digital platforms
- Possess knowledge of library methods, policies and procedures preferred

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

- Monday 9-3pm (2nd, 4th and 5th Monday of the month)
- Tuesday, Thursday and Friday from 9-5:30pm
- Wednesday from 12:30-9pm
- Saturday 10-4pm (1st and 3rd Saturday of the month)

Salary and Benefits:

The salary range for this position is \$46,000-\$50,000 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 at tplapply@rcls.org. Only candidates selected for interviews will be notified and applications will be accepted until the position is filled.