**JOB DESCRIPTION**

**YOUTH SERVICES COORDINATOR**

**Supervisor:** Director

**Qualifications:** LC5 - MLS; Bachelor or Associates Degree related to fields of library and/or education. Experience and aptitude in working with children and youth.

**Specific Responsibilities:**

* Maintains and supervises children’s department in the main library
* Supervises other workers in the department
* Executes and coordinates plans for children’s and teen’s programs at all SCPL locations, including but not limited to summer reading, story time, and craft programs
* Orders material necessary to operate programs operating within approved budget
* Orders books and databases for the department with Director approval
* Formulates monthly statistical information relating to youth services and submits to Director for Board Report
* Oversees keeping south bulletin board current
* Oversees LIFE Library
* Attends staff meetings
* Performs other duties as assigned