



500 E. High Street, Pottstown, PA 19464

Job Title:	Youth Programming and Community Outreach Coordinator	Job Category:	Hourly/Non-Exempt
Department/Group:	Youth Services	Hours Per Week	20 to 29 Hour per week
Location:	PRPL Youth Department	Travel Required:	Occasional
Level/Salary Range:	\$12.50 - \$16 per hour	Position Type:	Part-Time
HR Contact:	Executive Director	Date Posted:	11-21-2022
Will Train Applicant(s):	Will Train Applicant(s)	Posting Expires:	12-20-2022
External Posting URL:	External Posting URL		
Internal Posting URL:	Internal Posting URL		

Applications Accepted By:

EMAIL:

PottstownLibrary@mclinc.org
 Subject Line: Youth Programming and Community Outreach Coordinator

MAIL:

Mindy Lee M. Lipsky
 Pottstown Regional Public Library
 500 E. High St.
 Pottstown, PA 19464

Job Description

ROLE AND RESPONSIBILITIES

POSITION SUMMARY:

Serving our community is the heart of our library. The Youth Programming and Community Outreach Coordinator creates, supports, and manages engaging creative, entertaining, and educational programs for children, youth and teens. The Youth Programming Coordinator develops and maintains partnerships with other community agencies and organizations to provide enrichment activities for youth. Responsibilities include identifying community partners, researching social, cultural, basic, and digital literacy needs, and implementing regular and special events. The Youth Program Coordinator consults with the Library Director about the best program design and coordinates with the Assistant Directors and Youth Services Librarian on programming themes and calendars. Familiarity with social services or a community nonprofit is welcome, as well as experience in creative projects. It is assumed that no candidate will be proficient in all aspects of the essential responsibilities, knowledge, and skills; the library supports professional self-development and creative growth.

SUPERVISION:

- Reports to the Executive Director of Pottstown Regional Public Library
- Works under the immediate supervision of the Youth Services Coordinator of Pottstown Regional Public Library



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QUALIFICATIONS AND EDUCATION REQUIREMENTS

- Preferred 2 years' experience in a library setting or 2 years undergraduate education, preferably in library science
- Associates Degree minimum preferred. High School Diploma or GED will be considered with experience.
- Possess a proactive public service philosophy and passion for our community
- Ability to communicate effectively
- Ability to perform duties in a fast-paced environment
- Ability to interact with and assist the public in a friendly and responsive manner
- Ability to work without direct supervision.
- Ability to learn and use the computerized circulation system – Polaris experience preferred
- Must always display professional conduct and appearance when performing duties.
- Must be willing to take on new challenges and responsibilities, and to be open to change and variety within the workplace.
- Ability to maintain reliable attendance and regular schedule.
- Must be flexible in work scheduling including mornings, evenings, and Saturdays
- Familiarity with MS office products (Word, Excel, Publisher, PowerPoint, Outlook)

ESSENTIAL DUTIES AND RESPONSIBILITIES

- Create, implement, and manage a schedule of regular creative, entertaining, and educational programs for children, youth, and teens as well as special events that engage the community and encourage library use.
- Functions as "conierge" for invited speakers, teachers, trainers, etc.
- Supports current programs such as StoryTimes, MakerSpace, etc.
- Develop new community relationships and maintain existing ones that increase the use of youth programs and the library, in general.
- Coordinate with colleagues on the management of event calendars and program announcements
- Regularly train the public on the use of library services by creating digital literacy programs, flyers, and, when appropriate, creating web-based videos.
- Create displays in the library to support programs and events.
- Represents the library at outreach events and community festivals
- Create print and digital promotional materials and collaborate on monthly email Newsletter content.
- Establishes effective communications with community groups, organizations, and individuals
- Maintain and grow knowledge of new technology to keep on pace with emerging trends.
- Assess program success through surveys and attendance tracking.
- Maintain youth programming budget, accurately recording and reporting all expenditures while effecting optimal value.
- Other duties as assigned by the Library Director

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Required Knowledge, Skills, and Abilities:

- Ability to plan and implement entertaining, engaging, and enriching activities for children, youth and teens.
- Possess solid digital literacy skills or ability to attain current technological/software proficiency including Internet research, email, Microsoft Office Suite, event ticketing platforms like Square and Bloomerang, Canva, and technology/software related to virtual programming, like Zoom, and other relevant technologies and equipment.
- Understand and value the idea of the Library as a community hub and gathering place for patrons to learn and exchange ideas. Develop observations and understanding of community needs into effective library services and programs
- Commitment to excellence in customer service, possesses genuine enjoyment of the public.
- Ability to get in front of large and small groups and to maintain control of an audience.
- Creative and expressive oral and written communications skills.
- Ability to work effectively independently, within a team, and with library patrons, general public, and other community partners. Tact, flexibility, and respectful behavior are expected.
- Ability to initiate, organize, and follow through on multiple projects simultaneously, exhibiting strong attention to detail.
- Ability to engage diverse community partners, customers and staff in positive and productive relationships.
- Solid knowledge of, or the ability to acquire, knowledge of current trends and developments in the library programming for children, youth, and teens.
- Ability to represent the library at community meetings, outreach events, and in planning meeting with community partners.
- Demonstrate ability create programming that supports the library's commitment to diversity, equity, and inclusion
- Work collaboratively with other members of the Library staff to generate program ideas and coordinate development

Education/Experience

- Bachelor's degree preferred. Demonstrated experience or transferable skills are also welcome.
- Public library experience a plus but not required.
- Experience with social services or community non-profits is welcome.
- Program planning, presentation, public interaction, or training experience.
- Comfortable coordinating programs on a wide variety of topics, such as digital literacy, arts/crafts, STEM, current events, and beyond.

PREFERRED SKILLS

PHYSICAL DEMANDS – The physical demands described here are representative of those that must be met by an employee to successfully preform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- Ability to handle, lift, move, shift library materials weighing up to 75 lbs.
- Ability to maneuver and to wheel books carts weighing up to 125 lbs.



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- Must be able to stand for up to 4 hours during a shift
- Must be able to repetitively perform fine motor manipulations like typing, writing, cutting, etc.

ADDITIONAL NOTES

CLEARANCES REQUIRED: All library positions require the following,

- Report of criminal history from the PA State Police
- Child Abuse History Clearance from the PA Department of Human Services
- Fingerprint based federal criminal history submitted through the FBI.
- Mandated reporter Training

You are required to have a copy of clearances for your personnel file. You will **not** be reimbursed for the out-of-pocket cost of these clearances.

Last Updated By:	M Lipsky	Date/Time:	11-21-2022
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Disclaimer: The information in this job summary is not designed to contain or be interpreted as a comprehensive inventory of all duties, responsibilities and qualifications required of employees assigned to this position. You may be required to perform other duties and responsibilities as assigned.