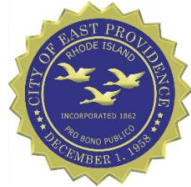


CITY OF EAST PROVIDENCE
EMPLOYMENT OPPORTUNITY



YOUTH SERVICES COORDINATOR

Pay grade 37 (\$55,831-\$66,350)

EPPMTEA UNION AFFILIATION

Under the direction of Library Administration, the Youth Services Coordinator assumes responsibility for all aspects of children's and teen services at the East Providence Public Library. This position supervises all youth services staff including the Teen Services Librarian. The Coordinator is responsible for developing and meeting goals, building community collaborations, and providing high quality youth services. The ideal candidate loves working with children and their adults, and is committed to equity, diversity and inclusion.

Essential Functions

- Maintains a welcoming and inviting physical and virtual library environment for children and their adults that supports learning and recreational activities
- Takes responsibility for providing and promoting high quality programs and services for children and teens
- Trains, mentors and supervises library staff and volunteers assigned to youth services
- Interprets and implements library policy as it relates to youth services, recommends new policy or updates to existing policy
- Oversees the spending of the youth services portion of the annual Library budget
- Takes responsibility for planning, organizing, developing and maintaining a collection of materials for children, babies through high school, including digital materials and new formats
- Serves on committees that support the library mission and the Youth Service Department's goals within East Providence and beyond
- Identify service area gaps and implement outreach strategies to connect with nonusers
- In cooperation with the Head of Reference Services, manages staff schedules and Children's Room desk coverage
- Assists patrons with readers' advisory, research, and tech assistance
- Builds and maintains relationships with local schools and community organizations to further serve the youth of East Providence
- Prepares reports and maintains statistics as required
- Assists, as needed, in the performance of all procedures relating to library services

- Enthusiastic advocate for children and teens
- Participates in ongoing professional development to keep current with library trends
- In the absence of Library Administration, the Youth Services Coordinator and the Head of Reference Services are next in line in the organizational chart for the responsibility of the Library and other duties as required

Knowledge, Skills, and Abilities:

- Outstanding customer service skills
- Excellent organizational, time management, and problem-solving skills
- Knowledge of principles of early literacy, child development, and families
- Adept at understanding and adapting to new technology; skilled at guiding others in the use of technology
- Accountability
- Excellent organizational, time management, and problem-solving skills
- Experience in marketing and grant writing preferred

Qualifications

- Master’s Degree in Library Science from an ALA accredited school
- Coursework in child development is preferred
- Three years of public youth services library experience is preferred
- One year of supervisory experience is preferred

The Community

East Providence is a city in Providence County, Rhode Island. At a population of 47,037, it is the fifth largest city in the state. The East Providence Public Library is comprised of three locations. Our main library is the Weaver Memorial Library. We also have the Riverside Branch Library, and our Fuller Creative Learning Center.

EXAMINATION WEIGHT

Oral 100 %

Please apply online through ADP

https://workforcenow.adp.com/jobs/apply/posting.html?client=EastProvRI&cclId=19000101_000001&type=JS&lang=en_US



Applications and resume must be submitted no later than August 15, 2023, by 4:00 p.m.

At the City of East Providence we celebrate the diversity of our citizenry, and are proud to encourage inclusiveness in our workforce. We do not discriminate on the basis of race, color, national origin, sex, religion, age or disability in employment or the provision of services.

ADA/AFFIRMATIVE ACTION/EQUAL OPPORTUNITY EMPLOYER

POSTED 08/01/2023