

Kirkwood Public Library  
March 2019  
FLSA Classification: Non-Exempt

**Position: Library Associate III – Coordinator of Youth Outreach Services**

**Job Purpose:** As a seasonal library worker, this position will share responsibility with coordinating and managing the Reading Buddies Program and outreach efforts alongside the Youth Services Manager and the Assistant Director of Programs and Youth.

**Reports to:** Youth Services Manager, Assistant Director of Programs and Youth Services

**Hours:** 25 hours a week from May 12 to August 3, 2018; Includes Mondays 8:45-5:15, Thursdays 8:30-5, and other weekdays and weekends as scheduled.

<b>Responsibilities:</b>
Regular attendance as scheduled and performing tasks as assigned are essential job functions.
Collaborates with Assistant Director of Program and Youth Services to recruit and train teen volunteers and gather materials for Reading Buddies outreach.
Assists Youth Services Manager in outreach services for partners SPROG, Meacham Park Neighborhood Improvement Association, and Kirkwood Police Department.
Deliver books to outreach partners according to established schedule. Maintain regular communication with outreach partners.
Review and update as needed Volunteer Guidelines for Reading Buddies Program with Assistant Director of Programs and Youth Services.
Plan, schedule, and present Reading Buddies Program inside and outside of the library. Collaborates with Assistant Director of Programs and Youth Services
Trains and supervises teen volunteers for Reading Buddies Program both in the library and at outreach partner.
Monitors and evaluates local outreach activities to ensure meeting of community needs.
Helps represent the library at meetings and outreach services by serving as a library liaison.
Perform Readers' Advisory Services inside and outside of the library.
Perform circulation functions: in house and outreach
Collect outreach statistics monthly and submit to manager.
Meet and communicate regularly with manager and coworkers.
Assist in implementing projects and programs as assigned.

**Qualifications:**

1. Bachelor's degree or supplemented with experience working in a library with children and teens.
2. Experience working with youth
3. Interest in Children's and Teen literature
4. Commitment to high level of public service. Must be willing to work cooperatively with and around people of all ages.
5. Good judgment with analytical and problem-solving skills.
6. Ability to exercise initiative and independent judgment.
7. Ability to establish and maintain effective working relationships.
8. Effective oral and written communication skills.
9. Ability to stand for long periods of time; ability to bend and stoop frequently to reach low shelves, reach high shelves, lift heavy books, and push a full book cart.
10. Ability to lift a minimum of 20 pounds.
11. Be willing to acquire knowledge of new technology available in the library and have the ability to translate that knowledge to patrons and fellow staff members.
12. Ability to work in a public service area that is busy, sometimes noisy and with frequent interruptions.
13. Strong computer skills including basic knowledge of Windows based computer and Internet searching applications.