

PROVIDENCE COMMUNITY LIBRARY

YOUTH SERVICES COORDINATOR

Position Description:

The Youth Services Coordinator coordinates services and programs for children from birth - the teenage years throughout the Providence Community Library system by designing and managing system-wide initiatives, enabling collaboration, determining service priorities, and encouraging excellence among the youth services staff. They maintain an up-to-date knowledge of all areas of youth services, including collections, outreach, programming, and technology. In addition to working directly with PCL's youth services staff, the Youth Services Coordinator will form and maintain meaningful partnerships with other organizations, such as Ready to Learn Providence, FabNewport, Mayor Elorza's office, Providence Recreation and the Providence Public School Department, on projects that maximize impact through collaboration.

The Youth Services Coordinator assists with supervising all youth services staff. They are a member of the library administration team and will represent PCL on numerous working groups and committees.

Essential Job Functions:

- Set the agenda and manage all PCL youth services meetings, regularly scheduled opportunities for collaborative planning, problem solving, goal setting, and program evaluation.
- Organize professional development for youth services staff as needed.
- Plan and support implementation of system-wide educational and outreach programs for children, youth, and their caregivers based on community needs; evaluate program outcomes and write reports as needed.
- Maintain and evaluate system-wide programs already in place. Priorities include the Citywide summer reading program, Cradle to Crayons, Ready for Kindergarten!, and PVD Young Makers to keep each relevant, meaningful, and effective.
- Attend appropriate children and YA meetings sponsored by OLIS and other professional organizations; keep youth services staff informed of current trends and developments affecting the provision of youth services in libraries.
- Participate in management training and other professional development opportunities.
- Develop and monitor budget for youth services programming.
- Support the Director of Philanthropy in the planning and writing of grant requests and follow up reports for grants that are program based.
- With the youth services staff, review, revise, and recommend policies and procedures for youth to Administration.
- Provide supportive supervision for youth librarians and specialists by observing programs, sharing observations, and co-creating action steps for continuous improvement. Collaborates with Library Manager or Systems Coordinator in fulfilling monthly probationary evaluations for new hires, as well as coaching and/or disciplinary process for youth services staff as needed.
- Serves on the interview team for any new youth services staff and provides orientation.

Required Knowledge, Skills, and Abilities:

- Successfully manage and prioritize numerous short term and ongoing projects internally and with external partners.
- Familiarity with out-of-school time learning, including maker spaces, digital badging/credentialing, and connected learning.
- Excellent interpersonal skills in order to be effective at outreach, building relationships with partner organizations, and working collaboratively with PCL's youth services staff.

- Ability to present ideas effectively, orally and in writing.
- Aware of new ideas, initiatives, and trends in youth services on both the local and national level.
- Able to think creatively, analyze problems, and recommend best practices to promote effective programming and services.
- Up-to-date on emerging technology/applications for youth as well as the research on technology and digital literacy for youth. Able to synthesize research and best-practices to design programming for PCL.
- Working knowledge of library computer systems and applications including circulation software, internet, online databases, office software, and email.
- Ability to interact with diverse patrons including different ages, languages and cultures

Experience and Training:

The successful candidate will have an MLIS from an ALA accredited school and 3-5 years of professional library experience. Library experience should include supervisory management experience with at least two years in youth services in a public library setting. A strong background in programming and in providing library services to youth from a culturally diverse community is preferred. Bi-lingual in Spanish preferred, but not required.