

**Mount Pleasant Free Public Library Association, Inc.**  
**Job Description – Children’s Service Coordinator**

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**JOB SUMMARY**

The essential job functions of this position are to plan, develop, and provide stimulating library services and programs to children and families, including designing, promoting and enacting them to obtain desired results. This position works in tandem with the Library Director to reach the library community in developing and maintaining relations with them and performs or supplements library processes and services that frequently interacts closely with the public. This part-time position reports directly to the Library Director.

**General Duties and Responsibilities**

Creates and maintains an outgoing, welcoming environment and demonstrates skills in establishing and maintaining good working relationships with staff, customers, volunteers, organizations and the community.

Prepares, coordinates, and implements balanced and diverse themed services and programs, including STEM-based programs as overseen by the Library Director. Maintains attendance of participants. Provides hands-on support, including close contact and assistance to library patrons. Greets and processes visitors and attendees.

Capable of maintaining the attention of Children through engaging and creative activities.

Assists in completing local, state and federal reports, including but not limited to, the annual summer reading program.

Utilizes technology to perform job duties and to plan, coordinate, implement, advertise and track services and programs.

Performs duties requiring knowledge of library operations and assists in circulation desk functions and duties

Works with the Library Director to reach goals and objectives.

Serves as the liaison to coordinate outreach library services with area day cares, pre-schools, K-12 schools, afterschool programs, camps, and other community groups.

Assists in the development of budgets and preparation of writing grant requests.

Assists in collection development of children’s literature, assists with assessing and rebalancing current collection.

Assembles displays that align with library and seasonal programs, themes or other activities as directed by the Library Director.

Attends meetings as directed and afterwards, provides briefings to Library Director.

Attends educational workshops to fulfill continuing education mandates to support current operations or to build skills.

Able to work a flexible schedule that may include evening and weekend hours and coverage.

Essential functions are those duties for which the position exists to perform. Duties, responsibilities, and activities may change or be amended at any time without notice.

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**Qualifications:**

Bachelor’s degree from a library science-accredited program, or an equivalent degree in children’s education with three years’ experience working with youth in a library environment or accredited school.

Must possess and maintain a valid Pennsylvania driver’s license.

Must possess or successfully complete a background check typical of those when working with children.

Must have received or be willing to receive the COVID-19 vaccination by date of hire to be considered. Proof of vaccination required.

**Knowledge, Skills and Abilities:**

**Knowledge of:**

Children’s services and programs as practiced in public libraries. Techniques of library operations; children’s literature; library classification systems and automated circulation systems (Polaris preferred), Microsoft Office software. Grant preparation and writing.

**Abilities:**

Effectively respond to phone calls, emails and customers in a timely manner. Plan, prioritize, manage and respond to multiple assignments. Effectively use modern office equipment, computers and business and library software. Demonstrate excellent communication skills including verbally, visually and in writing. Lift up to 25 lbs. Perform the essential functions of the job specifications with or without a reasonable accommodation or supervision. Exercise initiative and judgement in completing tasks. Maintain confidentiality. Solve programs, set priorities and meet deadlines. Be a self-starter. Work with public closely, providing hands-on assistance in close proximity with them to perform essential functions of the job.

**Skills:**

Use office machines, and automated systems; have excellent business English, spelling and basic arithmetic; provide effective customer-oriented service; handle situations requiring tact and courtesy; establish and maintain effective working relationships with employees and the public; follow written instructions. Demonstrate flexibility and adaptability. Demonstrate excellent Project management skills to plan and implement programs for children of all ages. Effectively engage with children and families. Be organized and detail oriented.

**Working Environment:** The usual and customary methods of performing the job's functions require the following physical demands: occasional lifting, carrying, pushing, and/or pulling; some stooping, kneeling, crouching, and/or crawling and significant fine finger dexterity. Periodically working at a computer monitor with equipment and tools used in programming. Environment subject to continuous interruptions and background noises and is performed in a typical office environment under minimal temperature variations with periodic duties performed outdoors.