

TITLE: YOUTH COORDINATOR
DEPARTMENT: LAWLER BRANCH LIBRARY
SALARY: \$10.50/HR Approximately 3-5 hours per week. No benefits.

FUNCTION: Works through a grant-awarded project entitled “Serving ‘Tweens and Teens”. Assists in the successful development and operation of a Teen Room at the Lawler Branch Library.

SUPERVISION RECEIVED: Works under the general supervision of the Branch Manager or Circulation Supervisor.

SUPERVISION EXERCISED: None.

DUTIES: Works with the Project Director assisting in recruiting volunteers for and interacting with the Teen Advisory Board; soliciting participants, developing cooperation and collaboration between local schools and the library; implementing programs and events at the Teen Room. Assists with any other tasks as needed for this grant.

QUALIFICATIONS: Familiarity working with the ‘tween and teen population. Must possess good organizational skills in order to assist in program operations. Some experience working with and encouraging teen leaders.

SPECIAL REQUIREMENTS: Subject to CORI background check (unless employed prior to July 1, 2008).

TOOLS AND EQUIPMENT USED: Library computer system; personal computer; printer; photocopier; calculator; telephone; fax machine.

PHYSICAL DEMANDS: The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. Work is performed mostly in office settings. Hand/eye coordination is necessary to operate computers and various pieces of office equipment.

While performing the duties of this job, the employee is frequently required to talk or hear; sit; use hands to finger, handle, feel or operate objects, tools or controls; reach with hands and arms. The employee is regularly required to stand or walk. The employee must occasionally lift and/or move up to ten (10) pounds. Specific vision abilities required by this job include close vision, distance vision, peripheral vision, depth perception and the ability to adjust focus.

WORK ENVIRONMENT: The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

The noise level in the work environment is generally quiet.

SELECTION GUIDELINES: Formal application; rating of education and experience; oral interview and reference check; job-related tests may be required.

The duties listed above are intended only as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related or a logical assignment to the position.

The job description does not constitute an employment agreement between the employer and employee, and is subject to change by the employer as the needs of the employer and requirements of the job change.