

Youth Services Coordinator

Responsibilities

The Yazoo Library Association seeks a highly motivated Youth Services Coordinator. We would like to hire an enthusiastic, motivated person who is eager to take a leadership role in the library and the community. Duties include:

- Selecting and organizing books, videos and other materials for infants, children and teens
- Planning, promoting and hosting events, such as book clubs
- Regular outreach to local schools, daycares and other locations where children and teens need library and literacy services
- Providing reader's advisory to children and teens
- Building collaborative partnerships with local schools and youth organizations
- Researching and applying for grants to improve children's and teen library services in Yazoo County
- Leading story-times once per week
- Planning and hosting the annual summer reading program
- Overseeing the Children's Room
- Participating in continuing education activities
- Other duties as needed, including help with circulation, special events, advocacy and book processing. The Yazoo Library Association is a small library and all staff are required to assist with general library work.

Requirements

We are seeking a candidate with a bachelor's degree. Recent college graduates who are interested in the library profession are welcome to apply, as we are willing to train the right person and mentor her/him through graduate school.

This person should be eager to work with infants, children and teens in a rural community facing economic challenges.

The ideal candidate will have bold, creative ideas, a positive attitude and excellent communication and organizational skills. We are hoping to hire a candidate who can make a commitment to the Yazoo Library Association and the children of Yazoo County.

While you must be able to provide services to all age groups, an important aspect of the position is helping preschool age children and their families build literacy skills. Previous experience living, working or volunteering in a remote, rural and/or economically challenged community will help prepare you for the challenges of working in Yazoo County. A strong desire to be of service to your community is of

the upmost importance.

Since much of our work is public facing, it would be helpful to include customer service experience on your resume.

Technology skills are required. You should have basic IT skills such as working with documents and images, minor troubleshooting, maintaining and updating social media accounts, using web forms, etc.; the ability to set up classroom and presentation AV equipment; and the ability to assist students with online classes. The ability to work successfully on complex projects with a wide range of stakeholders is critical.

This is a 40-hour-a-week, full-time position. Evenings, special events and Saturdays may be occasionally required. The staff culture is small, cooperative, flexible and very friendly.

You should be able to occasionally lift boxes filled with library materials weighing approximately 25-30 pounds and perform other limited physical activities. Also, you must have sufficient vision, hearing and other powers of observation to perform essential duties. As we encourage participation in library related continuing education programs, reliable transportation and a valid driver's license are required.

Interested? Please submit a cover letter, resume, application and three (3) professional references to cwooten@yazoo.lib.ms.us

Salary & Benefits

The minimum starting salary for this position is \$22,000, with room for growth. The position offers full benefits, including healthcare, life insurance and retirement through the Mississippi Public Employees' Retirement System, personal and medical leave and Holiday pay.

Available: Immediately

Contact: Craig Wooten, cwooten@yazoo.lib.ms.us or 662.746.5586

Location: Yazoo Library Association (B.S. Ricks Memorial Library)

Place/Environment: 310 N Main Street, Yazoo City, MS 39194

Date Expires: Open until filled