

POSITION OPENING

Districtwide Program Coordinator

The Van Buren District Library is seeking a dynamic, outgoing, experienced youth librarian or ready to inspire excellence as our new Districtwide Program Coordinator.

Duties & Responsibilities:

- Coordinating the Library District's youth programming efforts, including oversight & execution of classes & events across VBDL's seven branch locations
- Training staff in youth services programming fundamentals & best practices
- Developing an extensive set of off-the-shelf youth program resources for all VBDL locations
- Coordinating the Library District's adult programming efforts, including oversight & execution of classes & events
- Works in concert with VBDL's Public Relations Coordinator.
- Collection development and assisting library users with digital resources including Overdrive.
- Strong community collaboration and engagement skills required.

Qualifications:

- MLIS or its equivalent from an accredited library school.
- Minimum of 3 three years of library experience working with youth.

The Van Buren District Library serves 44,000 residents at seven locations in Van Buren County. Van Buren District Library headquarters is located approximately 20 miles west of the Kalamazoo area, home to Western Michigan University and a lively downtown. It is also located 40 miles east of Lake Michigan. The region is recognized for its progressive spirit and cultural attractions as well as its sandy beaches, beautiful lakes, fresh produce, and wineries.

Full job description available at <https://www.vbdl.org/about/jobs/>

40 hours per week with full benefits including medical, dental, employer retirement contribution, and paid time off.

Salary range: \$43,900 - \$52,100, placement dependent upon experience.

Interested individuals should send a **relevant** cover letter, resume, and professional references via email only to:

Molly Wunderlich, Assistant Director, Van Buren District Library
mwunderlich@vbdl.org

Applications accepted until 4:00 PM, October 23, 2020

Van Buren District Library Job Description

Districtwide Program Coordinator

Nature of Work:

The Districtwide Program Coordinator is a professional position within the Van Buren District Library system. The person in this position is expected to coordinate services among the seven library locations, and to serve as a resource for the branch libraries.

This is a position of responsibility that requires working closely with the public and staff. This position may include some direct supervisory responsibilities. Districtwide Program Coordinator serves on a full-time basis and includes some evening and Saturday hours. The Youth Services & Outreach Coordinator reports to the Director.

It should be recognized that many, if not all staff members serve in multiple, often unrelated roles. This is standard practice at VBDL.

Responsibilities:

1. Develops & communicates long range planning for District programming, with a strong emphasis on youth services:
 - a. Works collaboratively with branch libraries in the District to develop programming for youth ages 0-17 years (75% of total time).
 - i. Develops an extensive set of resources that may be used by District staff to conduct youth programming, and guides library staff in the use of these resources.
 - ii. Mentors staff by sharing information, coordinating programs, making recommendations, visiting branches and attending meetings.
 - iii. Personally conducts children's & teen programming as needed, including field work at branch locations.
 - iv. Coordinates the development of District youth collections, both physical and electronic.
 - b. Works collaboratively with branch libraries in the District to develop Adult programming (25% of total time).
 - c. Assists in outreach efforts; serves as main point of contact between the District Library, the Van Buren Intermediate School District, and local school districts.
 - d. Oversees outreach services to youth in early childhood education centers and other facilities; develops and oversees family literacy initiatives.
 - e. Works collaboratively with VBDL's Public Relations Coordinator
2. Engages in Professional Development:

- a. Participates regularly in continuing education including networking with public library peers from other institutions who are employed in youth services and public library programming disciplines.
 - b. Pursues professional development by serving on committees and attending conferences to maintain up-to-date knowledge of pertinent library policies, procedures, and technology.
3. Knowledge of long-range planning, goal setting, and policy implementation. Has the ability to contribute constructively to the management team of the Library District.
4. Assists patrons in their search for library materials; provides materials advisory and reference interview services as needed by utilizing ILS, print sources, electronic databases, and online tools with proficiency.
 - a. Effectively facilitates access to VBDL's digital collection by providing demonstrations and assistance with various e-reader devices.
 - b. Provides circulation services to patrons, as operations require.
5. Other tasks as requested by the Director.

Qualifications:

1. MLIS or equivalent education from an accredited institution, with an emphasis on youth librarianship or school media.
2. Minimum of three years' experience working as a youth/children's librarian or school media specialist, with an emphasis on children's programming.
3. Experience planning and leading programs geared toward youth, ages 0-17 years, including the preparation of online programming.
4. Experience instructing less experienced Library staff in planning and leading programs for youth ages 0-17 years.
5. A personality that is friendly, diplomatic, self-aware, innovative, and collaborative.
6. Ability to establish and maintain effective relationships with associates, supervisors, and the public.
7. Demonstrates broad, in-depth, and up-to-date knowledge of youth librarianship and awareness of current trends in public libraries. Acts as a resource to others; freely and willingly shares new trends.
8. Intermediate level computer skills including Microsoft Office and Internet utilities.
9. Intermediate level skill with current and emerging social media platforms.
10. Proficiency with the Overdrive ebook platform and experience instructing others in its use.
11. Ability to make decisions independently.
12. Ability to work some evening and weekend hours.
13. Ability to read fine print with or without corrective lenses, to lift up to 30 pounds, bend, twist, crouch, kneel and refile library material up to 90 inches in height.