Montgomery County - Norristown Public Library
Job Description

Title: Youth Services Coordinator	**Classification:** Support Staff IV
Primary Work Location: Red Hill, PA	**Department:** Upper Perkiomen Valley Library
Supervisor: Branch Manager	**Number of Employees Directly Supervised:** 0
Status: ☒ **Regular** ☐ **Temporary**	**Fair Labor Standards Act Status:** Non-Exempt
☒ **Full-time** ☐ **Part-time**	**Hours:** 37.0 hours/week (Days, Evenings, Weekends)

Statement of Responsibilities:
The Youth Services Library Assistant is responsible for providing outstanding public library service to patrons. It supports activities at the Upper Perkiomen Valley Library, a branch of Montgomery County-Norristown Public Library (MC-NPL), by coordinating and presenting story times and other programming activities to infants, toddlers, preschoolers, and school-age children in coordination with the branch manager. This position also staffs the circulation desk, performs clerical tasks, and assists the main library, bookmobiles, and branches, as needed. The ideal candidate must be self-motivated and have a positive attitude towards customer service. They must also possess personal integrity, a strong work ethic, and the ability to work individually or on a team.

Organizational Relationships:
Maintain positive working relationships with other MC-NPL departments and branches. Maintains community partnerships to promote youth services at the library. Represent the branch to external agencies, including but not limited to: service providers, schools, nonprofits, consortiums, district libraries, local municipalities, and county government.

General Responsibilities and Examples of Work:
General:
- Carries out job functions without posing a health or safety threat to self or others.

Programming Responsibilities:
- Update the programming calendar.
- Develop and deliver library programs.
- Register and enroll children in library programs, including summer reading programs.
- Coordinate special projects, as assigned.
- Track and record children's program attendance.

Public Service Responsibilities:
- Registers patrons for library cards.
- Places patron hold requests.
- Circulates library materials.
- Collects fines and fees.
- Advises patrons on the selection of library materials.
- Answers or refers to patron reference, account, policy, and technology questions.
- Performs various library clerical functions.
- Markets library materials and programs.
- Represents the library at municipal community days and other library outreach events.

Back Office Responsibilities

- Ensures library collection is correctly shelved.
- Assists Department Manager with the acquisition and weeding of library materials.
- Finds, processes, and ships item hold requests.

Qualifications:

- Must have a bachelor's degree from a four-year institution of higher education, or possess at least 10-15 years of previous work experience.
- Must have 3-5 years of experience working with children in a library or school setting.
- Must have excellent spoken and written communication skills.
- Must have good organizational ability.
- Must possess the ability to deal effectively and pleasantly with the public.
- Must possess excellent computer literacy and a working knowledge of Microsoft Office applications.
- Must possess a familiarity with library automation systems.

Physical Demands or Requirements (* indicates essential requirement)

Strength/movement requirements

*Able to lift or move 30 pounds
*Able to adjust to floor and/or overhead level
*Able to remain in a stationary position and/or traverse for 2 hours at a time

Manual/physical dexterity requirements

*Able to manipulate the keyboard of a computer, typewriter, or other office equipment
*Able to manipulate a mouse, pointing device, or other input device
*Able to manipulate data cables, cords, connections, or similar power and data devices
*Able to manipulate pages of books, insert and remove disks, and manipulate library materials

Communication requirements

*Able to use telecommunication devices to communicate with staff and the public
*Able to observe, understand, and create written material

Additional Eligibility Requirement;

- Employment is contingent upon the submission of the following: PA State Police Criminal History, PA Child Abuse History Clearance, FBI Criminal Background Check, and PA State Mandated Reporter Training within 30 days from the date of hire and resubmission 60 months thereafter.

Please note this job description is not designed to cover or contain a comprehensive listing of activities, duties, or responsibilities that are required of the employee for this job. Duties, responsibilities, and activities may change at any time with or without notice. All employees must be able to perform the essential functions of this position satisfactorily and, if requested, reasonable accommodations will be made to enable employees with disabilities to perform the essential functions of their job, absent of undue hardship.

Print Name: _____

Employee Signature: _____ Date: _____

Supervisor's Signature: _____ Date: _____

Revised: May 19, 2025