



DRIVING FLEETWOOD FORWARD.

EMPLOYMENT OPPORTUNITY YOUTH SERVICES COORDINATOR

The Fleetwood Area Public Library is looking for an enthusiastic and creative part-time Youth Services Coordinator with a love for public service and community engagement.

Work Schedule: An average of 12-16 hours per week, both daytime and evening hours with a required Saturday shift approximately every six weeks.

Salary will be set by the Board of Trustees and based on education, qualifications, and prior experience.

Responsibilities:

- a) Develops and presents quality programs for youth, ages birth through 17.
- b) Coordinates the Library's annual Summer Reading Program.
- c) Create youth friendly displays, bulletin boards, signs and other promotional materials. Notifies press of programs and events.
- d) Provide outreach programs to children's groups which may include pre-schools, daycares, and other community groups.
- e) Develop and maintain online outreach to target patrons via the FAPL website, events calendar, and social media sites.
- f) Communicate with the Fleetwood Area School District to promote library resources and programming. Collaborate with school librarians and other staff as necessary.
- g) Attend local and regional meetings, workshops and seminars as appropriate and required.

Qualifications:

- a) Bachelor's Degree with preference given to courses in Library Science or Education
- b) Experience in planning and conducting programs for youth and their caregivers
- c) Strong leadership, communication and organizational skills
- d) Broad knowledge of children's literature, authors, and illustrators.
- e) Strong commitment to customer service. Enthusiastic, extroverted demeanor with the ability to build strong relations with children of all ages and their caregivers.
- f) Some degree of schedule flexibility to coordinate activities with patron's needs.

To apply please email cover letter, resume, salary requirements, and references to:
Carin Milesosky, Library Director
fleetwoodapl@berks.lib.pa.us

Applications will be accepted until the position is filled.