The Branch District Library (BDL) is seeking a creative, energetic, and dedicated full-time Children’s Services Coordinator. The successful candidate for this district-wide position will be committed to providing excellent customer service and excited to learn and share knowledge with both peers and patrons. This candidate should have knowledge of child development, familiarity with children’s literature and reference materials, and an awareness of current children’s media interests. The successful candidate will possess appropriate technology skills.

BDL is a district library serving Branch County and some surrounding areas, with a dedicated staff providing library service in six locations. Each branch has a unique personality and an expectation to offer excellent service. Our mission is to provide the people of our communities with library collections and services to meet their educational, informational, and recreational needs, and to do so in vibrant and inclusive spaces whether virtually or in-person.

**Job Summary**

The Children’s Services Coordinator plans and implements services and programming for children at all BDL locations. The Coordinator provides excellent customer service to library users visiting the Coldwater Branch children’s room, and also collaborates in the selection of materials. The Coordinator engages in library outreach to schools and relevant community organizations. This position will work under the supervision of the Director of Public Services, and Coldwater Branch desk shifts will be scheduled by the Branch Manager.

**Essential Duties and Responsibilities**

- Facilitates story time programs and other large-scale events for ages 0-12 years.
- Has regular service desk shifts at the Coldwater Branch, including at least one evening per week and is on the weekend rotation.
- Travels regularly to all branch locations.
- Provides quick and accurate reference and reader’s advisory services to the public, using both print and electronic resources.
- Assists patrons in learning to use electronic resources and the Internet.
• Collaborates with the Branch Managers on collection development in assigned subject areas.

**Required Knowledge, Skills, and Abilities**

• Knowledge of children’s literature and child development.

• A passion for innovation and creativity.

• The ability to work independently, making decisions within the authority ascribed to this position and seeking advice when required.

• The ability to foster an inclusive and welcoming environment for our patrons.

• The ability to establish and maintain effective working relationships with other staff, supervisors and the public.

• Familiarity with current technology, i.e., general computer literacy, knowledge of the Internet and other electronic sources of information.

• Effective oral and written communication skills.

• Critical thinking skills, which can be applied to successfully answering reference inquiries.

• The ability to travel between branch locations.

**Education, Experience, and Training**

• A high school diploma, or equivalent, is required. Some college or higher is preferred.

• Experience working with children is required.

• Previous relevant experience in a public library is preferred.

• Proficiency in Arabic or Spanish is preferred.

**Pay Rate**

$14.64 - $18.73, depending on experience.
Benefits

- Family medical, dental, and vision insurance coverage.
- 10 paid holidays each year.
- Paid time off after successful completion of introductory period.
- Mileage reimbursement to branch locations.
- For further details on benefits, see the BDL Employment Handbook.

Hours

40 hours per week, including at least one evening per week and on the weekend rotation.

How to Apply

Submit application, resume, and cover letter at www.BranchDistrictLibrary.org/employment.

Deadline

Application will be accepted through 5pm on Friday, May 14, though the position will remain open until a qualified candidate is found.

Please Note

All candidates will be notified of our decision by mail or phone within 3-4 weeks after the deadline date. We ask that no inquiries be made about the status of your application during this period.

Branch District Library is an Equal Opportunity Employer.