

**Position:** Youth Services Coordinator

**Reports to:** Library Director

**Salary:** \$52,000 - \$62,000 DOQ

**Benefits:** Medical, dental, vision, and life insurance; sick & vacation time; defined contribution plan

**Hours:** Full-time, 40 hours per week including some nights and weekends

**Primary Accountability:**

Responsible for managing the Youth Services department, including the employees and operational workflow to provide library services to ages 0-13.

**Primary Responsibilities and Duties:**

- Responsible for the management and supervision of the Youth Services department
  - Supervises, trains, schedules, and evaluates Youth Services staff including a mix of full-time and part-time staff
  - Assigns duties and responsibilities, and ensures employees receive instruction and training needed to complete their job responsibilities
  - Maintains job descriptions, procedures, and other documents related to the organization of the department
  - Oversees and maintains the approved annual budget for the Youth Services department and makes budget recommendations
  - Participates in the Library's management team, assisting with library-wide direction and decisions
  - Ensures that employees are aware of and adhere to all Library policies and procedures and conveys senior management communication and directives
  - Serves as the main point of contact for Youth Services inquiries and/or issues
  - Provides recommendations on hiring, disciplinary actions, and terminations; executes corrective action within scope of authority
  - Prepares monthly department report for Library Director and tracks department statistics for State Aid
- Responsible for librarian duties
  - Works at the youth reference desk assisting patrons with print and digital resources
  - Oversees collection development for the Youth Services department including purchasing and weeding
  - Plans and implements library programs and activities for babies, children, and tweens
  - Develops a close and positive working relationship with local schools and teachers through outreach visits, book talks, and programs for classes
  - Seek, identify, and pursue grants and community funding for programming and services
  - Markets library services and activities to the community through outreach and informal communications and partners with community organizations
  - Maintains skills and professional knowledge through continuing education, professional literature, and associations

**Desired Qualifications:**

- MLS/MLIS from an ALA accredited school required
- Three (3) or more years of related public library experience
- Strong organizational skills and attention to detail, ability to organize work, set priorities, and manage projects to completion
- Possesses an understanding of how library procedures and practices are developed in order to effectively make contributions to policy and procedure and an understanding of current library trends
- Level 1 or 2 Professional Certification from the Library of Michigan
- Strong computer skills and experience in Microsoft 365 (SharePoint, Teams, Office, OneDrive) and other library-related applications
- Excellent verbal, written, and interpersonal communication skills
- Dedication to public service and providing excellent customer service
- Must be flexible and have the ability to multi-task and work independently as well as part of a team
- Enthusiastic, positive, friendly, self-motivated, and approachable
- Ability to resolve conflicts that may arise because of disagreements between employees, between employees and patrons, or with the public
- Successfully pass a background check & pre-employment screening

**How to Apply:**

Send resume, cover letter, and completed application (available at [www.ahplibrary.org](http://www.ahplibrary.org)) to Kathleen Kwiatkowski, Library Director at [kwiatkowskik@ahplibrary.org](mailto:kwiatkowskik@ahplibrary.org). Applications received by April 7, 2025, will receive first consideration.

*Auburn Hills Public Library is an Equal Opportunity Employer.*