

Beauregard Parish Library

205 South Washington Avenue, DeRidder, Louisiana, 70634 337-463-6217
Equal Opportunity Employer

JOB VACANCY

POSITION: YA Program Coordinator, Non-exempt – hourly

RESPONSIBILITIES: Designs, executes and/or coordinates programs for ages 11 - 18 related to the library, literacy, life-long learning or other community need. Programs range from technology-based to crafting to experiential learning. Some extension beyond this age range may be required. Manages library teen website. **Performs other duties as assigned.**

DUTIES:

- Designs and/or plans appropriate programs within library's resources, tying themes to library collections
- Conducts community needs assessments to identify teen needs.
- Proposes new program ideas to supervisor; executes approved programs at various library and community locations; reports attendance statistics
- Provides outline of upcoming programs and details for promotion.
- Properly organize & maintain technology, crafting, and other resources utilized in programs.
- Assists patrons with information / other library needs (copying, materials location, etc.) or directs patrons to other staff for assistance.
- Knows and explains library policy to patrons, as required
- Meets requirements for funding opportunities (DAF, etc.), as needed.
- Prepares for summer reading and other extended programs in advance. Orders approved supplies and prizes.
- Attends training sessions and professional development opportunities as approved
- Maintains display(s) as assigned
- Provides training to other staff assisting with programs, as needed
- Completes reports and check lists as assigned.
- Other duties as assigned

QUALIFICATION:

High school graduate; college degree in education, library services, or related field preferred. Ability to work with a variety of age groups, with proven rapport with teens. Some education or programming background desired. Ability to follow verbal and written instructions, competencies with modern technology, ability to work variety of equipment, ability to work with others as a team member, ability to work with / around a diverse group, ability to work pleasantly and with tact. Ability to clearly communicate verbally and in writing. Organization and creativity required. Views day-to-day activities and challenges with an innovative mindset. Must meet Essential Library and key Public Services and Technology competencies as defined in the Competency Index for the Library Field (2014). Requires valid Louisiana driver's license, a clear driving record, and the ability to safely operate motor vehicles. Must pass background check.

WORKING CONDITIONS:

Primarily indoor in environmentally controlled conditions. Requirements include but are not limited to standing, sitting, walking, bending, typing, writing, repetitive movements. Requires ability to adjust focus, speak in public in one-on-one and in group settings. Lift up to 40 lbs. occasionally, load and maneuver wheeled carts. Inter-parish and some other travel required.

HOURS: 40 / wk

SALARY: Level 16; \$12.48 - \$13.25/ hr starting, dependent upon experience & qualifications

SUPERVISOR: Assoc. Director of Public Services

APPLICATION DEADLINE: MARCH 22, 2019

Updated February 2019