



## Children's Services Coordinator

### Job Description:

The Children's Services Coordinator is a forward-facing role that works closely with the Library and Programming teams to provide invaluable resources to our members running weekly storytimes, hosting summer camps and seasonal programs and organizing volunteers and coordination of the Library Society's *Book Drop* early childhood literacy initiative. On an as-needed basis, the person in this role also supports the needs of the organization by tracking and suggesting books and resources needed for the Children's and Young Adult offerings.

### Job Duties and Responsibilities:

#### CHILDREN'S SERVICES:

- Support the Library team with crafting specialty service offerings as needs and opportunities arise. Including creating, organizing, and delivering well-crafted storytime programs 3-4X/week for young readers, with varied audiences ranging from birth through early childhood, and with an overall goal for optimizing literacy development and fostering a love for books. Each storytime involves 30 to 40 minutes of stories— using a variety of props and other media—with an additional 20-30 minute crafting session relating to the theme.
- Plays a role in developing other programming where opportunities to engage membership presents itself such as camps or specialty children's events.

#### Other children's programming responsibilities include:

- Responsibility for shelving and collections care as well as organized and clean work areas
- Designing seasonal displays of books and relevant children's materials
- Providing readers' advisory services to parents, caregivers, and children
- Collaborating with the Director of Collections for children's collection development
- Monitoring and sharing notable trends in children's literature/children's literacy as part of the library operations team
- Performing shelf-reading and responsively moving incorrectly shelved items correctly
- Coordinating with volunteers as opportunities arise for guest readings
- Assisting in other areas as needed

### *BOOK DROP COORDINATION:*

- Work closely with Programming teams to organize efficient flow of donations through processing to *Book Drop* Free Library distribution
  - Pick-up, receive & sort/process book donations
  - Facilitate Read-Aloud offering through adding 'book plate' and online library
  - Delivery of Book Sets and replenishment of Free Library locations
- Serve as primary point of contact for partner Free Library locations
- Schedule and coordinate volunteers

### GENERAL LIBRARY SERVICES SUPPORT:

- Takes a proactive role in supporting Library and Programming teams in a member facing capacity
- Works independently, with great attention to detail, and is comfortable navigating search tools and precise data entry. Exercises strong computer skills using Mac computers Shared file systems and library management software.

Related responsibilities include:

- Cross-training in working with patrons at front desk
- Assisting in other areas as needed
- Working evening/weekend programs along with other full-time staff

Supervisory responsibilities: None

Preferred Qualifications:

- Early Childhood Education and/or Art Degree preferred
- Experience and enjoyment of working with children of all ages
- Strong creative and imaginative skills required
- Must be detail-oriented, hard-working, trustworthy, reliable, efficient, and able to prioritize
- Must be interactive and able to engage easily with children through a variety of mediums such as song, crafts, play, felt board activities, and animated reading
- Able to stand for extended periods of time as well as lift 50lbs
- Must have excellent oral and written communication skills
- Must be able to work independently and collaboratively in a team setting
- Must be able to multitask as well as take direction and complete work requested
- Have a strong interest in fostering a love of reading and literacy among children
- Must be able to pass a background check

To apply, please send cover letter and resume to: Heather Rivet at [hrivet@charlestonlibrarysociety.org](mailto:hrivet@charlestonlibrarysociety.org).