



Children/Teen Services Coordinator

Supervisor	Library Director
Hours per Week	37.50
Work Schedule	Full time. Day, evening, and weekend shifts required.
Salary	Salary minimum \$ 23.00 per hour. Non-exempt status.
Benefits	Standard benefits include participation in the Indiana Public Employees Retirement Fund, medical insurance, life insurance, vision insurance, and short term disability insurance. Other benefits available at employee expense.
Overview	<ul style="list-style-type: none"> • The Children and Teen Services Coordinator will envision, design, present, and supervise innovative, educational, and engaging experiences for families and children from infancy through teen. This position includes supervision/evaluation of staff working in Children/Teen Services.
Responsibilities	<ul style="list-style-type: none"> • Enthusiastically support the Library’s mission, vision and values. Build excitement for Library services. Take an active role in planning and shaping the Library’s future. • Coordinate the design, planning, scheduling, and evaluation of creative and educational activities for children, families, and teens. • Train, supervise, and evaluate C/T staff. Provide opportunities for continuing education. • Develop and oversee the Juvenile and Teen materials collections. • Collaborate effectively with other staff to achieve the Library’s Mission and Vision. • Work effectively with people of all ages. Thrive in a customer focused environment. • Know, communicate, and enforce Library policies and practices. • Enjoy assisting customers with Library resources and technology, in all public service areas of the Library. • Project a positive image of the Library through manner and appearance. • Embrace change.

	<ul style="list-style-type: none"> • Other duties as assigned.
Key Competencies	<ul style="list-style-type: none"> • Customer and community focus. • Leadership and Communication • Courteous, friendly, flexible, and accommodating. • Interest in Children and Teen literature and formats. • Good judgment, decision-making, and communication. • Supportive of team members. • Eagerness and ability to learn quickly. • Listening and problem solving. • Ability to assess, organize, and prioritize tasks.
Qualifications, Education, and Experience	<ul style="list-style-type: none"> • Indiana LC5 Certification (or be willing to obtain). • Bachelor’s Degree required. MLS/MLIS degree preferred. • Public Library experience preferred. • Experience working with children and teens. • Programming experience. • Experience, interest, and skill with current and new technologies. • Valid driver’s license and licensed vehicle.
Physical Demands	<ul style="list-style-type: none"> • Sit, stand, walk, and speak frequently. • Lift, push, or carry weights up to 25 pounds.

TO APPLY: Submit E-mail resume and letter of application to employment@bedlib.com.

This job description is not all inclusive. The Bedford Public Library administration reserves the right to amend this job description at any time. The Bedford Public Library is an equal opportunity employer and as such will comply with all state and federal laws regarding employment practice.