Ridgefield Library Association

Job Title: Children’s Services Program Coordinator (Library Technical Assistant III)
Reports to: Head of Children’s Services

Purpose: The Children’s Services Program Coordinator supports the successful operation of the Library by planning, organizing, and executing a wide variety of high quality, diverse programs and classes for children and offering direct services to children and their caregivers. This position operates under the direct supervision of the Children’s Services Department Head and is expected to use independent judgement.

Duties & Responsibilities

- Develops, schedules, implements, and evaluates programs for children, families, and caregivers both in-person and in virtual environments
- Works with department and library-wide programmers on the coordination of programming
- Engages with local and regional children’s library programming professionals
- Maintains knowledge of area preschools and community organizations and engages in outreach.
- Compiles children’s programming and outreach statistics
- Manages and markets the Library’s Museum Pass Program including communications with museums, staff, and patrons and keeps Museum Pass webpage up-to-date
- Regularly scheduled for duty at the Children’s Services Desk
- Provides quality reader’s advisory and reference services to children, teachers and caregivers
- Assists and instructs children and caregivers in the use of library services and resources
- May manage a portion of the Children’s Collection
- Keeps informed of trends in materials and resources, library programs and services and issues affecting children and families
- Performs special projects and other duties as assigned

Knowledge & Skills

- Proficient knowledge of trends in children’s programming and early childhood development
- Ability to learn and use Library technology and equipment
- Ability to learn, adhere and enforce all Library policies and procedures
- Working knowledge of or ability to learn Classification Systems
- Working knowledge of general library terminology
- Working knowledge of Children’s literature, media, and resources
- Ability to communicate effectively both orally and in writing
- Ability to work independently and as a team member
- Ability to work with limited supervision
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- Ability to deal tactfully, courteously, and effectively with patrons of all ages and with other employees
- Flexibility with changes and transitions in program implementation

Qualifications

- Two (2) years of experience in a related position (examples include working in a library, bookstores, early childhood programs, or educational settings); OR completion of a bachelor’s degree in a related field; OR an equivalent combination of education and experience. Education and/or experience must demonstrate possession of the knowledge, skills, and abilities listed above.
- Ability to work evenings and weekends as needed.