

Regional Children and Youth Coordinator

Position Title: Regional Children and Youth Coordinator

Organization: Bartram Trail Regional Library System

Location: Washington, GA

Employment Status: Full-Time, Exempt

Background and Location

The Bartram Trail Regional Library System (BTRL) provides library services to a combined population of 32,982 people across Wilkes, Taliaferro, and McDuffie counties. BTRL is headquartered at the Mary Willis Library, located at 204 E Liberty St in Washington, Georgia. The system also includes two affiliated branch libraries situated in the cities of Crawfordville and Thomson.

Job Summary

The Bartram Trail Regional Library System welcomes applications for the Regional Children & Youth Services Coordinator position. An ideal candidate is an experienced, creative and forward-thinking individual. They should have strong technology skills and the ability to partner with a variety of community organizations. This position is a full time position including Saturday shifts on a rotating basis.

Patron Service:

- Provide direct, high-quality customer service to patrons of all ages, with a focus on children and teens.
- Assist with front desk services, including checking materials in and out, processing applications, renewing items, and collecting overdue fines.
- Assist patrons in effectively using the library's services, technology, electronic resources, and print materials.
- Conduct reference interviews to accurately determine and meet patron information needs, and provide reader's advisory recommendations.

Regional Programming and Outreach:

- Oversee, plan, and execute all youth services programming for the region, in collaboration with branch staff. This includes recurring events like monthly Storytime and major annual initiatives such as the Summer Reading Program.
- Manage the financial budget for children's programming and collection development
- Cultivate partnerships with educators, parents, and local community organizations to create and deliver programs designed to enhance children's literacy and reading comprehension.
- In partnership with branch managers, proactively seek and participate in outreach activities and community events to promote youth services programming.
- Develop and produce public relations and promotional materials, including news releases,

flyers, brochures, and content for social media.

Youth Collection Management:

- Manage the Children's and Youth department, including maintaining its physical appearance and organization.
- Catalog all children's materials.
- Ensure accurate material organization by shelving items and conducting regular shelf-reading.

Requirements:

Minimum:

- Bachelor's Degree; 1+ yrs experience in presenting children's programs; Customer service experience
- Knowledge of classic and popular chapter, middle grade, and young adult authors;
- Strong Time management skills; set priorities and meet assigned deadlines
- Strong public speaking and communication skills;
- Strong computer skills, including the use of Google Workspace, databases, electronic resources, and other software
- Valid GA driver license

Preferred:

- Master's Degree in Library and Information Science (M.L.I.S.) or equivalent from a program accredited by the American Library Association
- Public Library experience in youth services, reference services, and information services.

Working Conditions

This position is based in a library setting and requires the ability to travel to various locations. Physical demands include prolonged periods of standing or sitting, as well as occasional lifting, crouching, and pushing.

Salary :State pay scale, commensurate with qualifications and experience

Benefits: State health insurance, Teachers Retirement System of Georgia, annual leave, sick leave, 12 paid holidays. Social Security is not a benefit for full-time employees.

To Apply: Submit Cover Letter, Resume, and BTRL Application (available at <https://www.btrl.net/employment>), by email to willism@btrl.net

Deadline: Position opened until filled.