

JOB DESCRIPTION

Job Title	Child & Youth Services Coordinator		
Reports To	CEO		
Job Grade	7	Effective	
Hours per Week	35	Status	Full-Time

Job Summary

The Child & Youth Services Coordinator plays a pivotal role in fostering literacy, learning, and engagement among children, youth, and families. This role involves developing and implementing innovative programs, services, outreach initiatives, and collection-focused activities that support the library's mission and respond to community needs. Through collaboration with schools, childcare providers, community organizations, and families, the coordinator promotes awareness and utilization of library resources and services. They oversee children's and youth programming, outreach activities, collection development recommendations, and special events while coordinating the work of summer students and volunteers to ensure alignment with library objectives and strategic priorities.

Job Requirements

- Bachelor's degree from a recognized Canadian university in a related field, or an equivalent combination of education and experience.
- Minimum two (2) years of experience in a public library, education, recreation, child and youth services, or a related community-based setting.
- Experience planning, delivering, and evaluating programs and services for children, youth, and families.
- Passion for working with children, youth, and families, with a commitment to creating welcoming, engaging, and memorable library experiences.
- Demonstrated creativity, enthusiasm, and energy in developing programs and activities for children and youth.
- Ability to connect with children and youth of all ages and foster positive relationships through exceptional customer service and programming.
- Experience recruiting, training, coordinating, and supporting students and volunteers.

- Proven organizational and project management skills, with the ability to manage multiple priorities, schedules, and deadlines effectively.
- Demonstrated ability to exercise independent judgment and coordinate services, programs, and initiatives.
- Valid driver's license and access to a reliable vehicle.
- Ability to work flexible hours, including evenings and weekends.
- Exceptional customer service, interpersonal, and relationship-building skills.

Job Duties

Programming & Outreach

- Plan, promote, deliver, and evaluate innovative programs and services for children, youth, and families that support literacy, learning, creativity, and community engagement.
- Develop and maintain relationships with schools, childcare providers, community organizations, and other partners to support children's and youth services.
- Coordinate outreach initiatives to increase awareness and utilization of library resources and services among children, youth, and families.
- Identify community needs and emerging trends in children's and youth services and recommend new programs and service enhancements.
- Represent the library at community events, school visits, and outreach activities, promoting library programs, resources, and services.

Collection Development

- Monitor, evaluate, and make recommendations for the development and maintenance of children's and youth collections.
- Assist with the selection, promotion, and weeding of materials to ensure collections remain current, diverse, and responsive to community needs.
- Maintain awareness of publishing trends, children's literature, youth literature, and emerging formats.
- Develop booklists, displays, readers' advisory resources, and promotional materials that encourage reading and discovery.
- Support collection-related projects and initiatives that enhance access to materials for children and youth.

Summer Students & Volunteers

- Coordinate the recruitment, orientation, training, scheduling, and day-to-day direction of summer students assigned to children's and youth services.

- Provide guidance and support to students and volunteers to ensure the successful delivery of programs and services.
- Assist in the development of work plans, projects, and assignments for summer students and volunteers.
- Foster a positive, collaborative, and engaging work environment.

Marketing & Promotion

- Collaborate with library staff to promote children's and youth programs, collections, and services through a variety of communication channels.
- Contribute content for social media, promotional materials, newsletters, and the library website.
- Support initiatives that increase participation in children's and youth programs and encourage lifelong library use.

Customer Service

- Provide exceptional customer service to children, youth, families, and caregivers.
- Offer reader's advisory and information services related to children's and youth collections and programs.
- Address circulation issues and perform service desk duties as required.
- Enforce library policies in a professional and positive manner.
- Perform other duties as required to support library operations.

Competencies

Children's & Youth Services Expertise: Demonstrates knowledge of child and youth development, early literacy, children's literature, and youth services.

Program Planning & Delivery: Skilled in planning, promoting, delivering, and evaluating engaging programs and services.

Community Engagement & Relationship Building: Builds positive relationships with schools, childcare providers, families, community organizations, and partners.

Leadership & Coordination: Provides guidance and support to students and volunteers while effectively coordinating projects and activities.

Creativity & Youth Engagement: Creates fun, welcoming, and inclusive experiences that inspire literacy, learning, and participation.

Communication & Customer Service: Delivers exceptional customer service and communicates effectively with children, youth, families, staff, and community partners.

Approved By: Name and Title	Laura Tait, CEO		
Signature:		Date Approved:	September 16, 2026
The above description outlines the key functions and responsibilities necessary for evaluating the role but does not encompass all job duties. The Library Board, CEO, and relevant supervisors are responsible for further interpretation of this job description. The Niagara-on-the-Lake Public Library reserves the right to modify, revoke, suspend, or change any part of this job description at any time.			