

BANCROFT PUBLIC LIBRARY

AFTER-SCHOOL PROGRAM COORDINATOR

JOB DESCRIPTION AND QUALIFICATIONS

Overview:

The After-School Program Coordinator should be an energetic and creative person able to coordinate services for patrons aged 9 - 14 years and to support the after-school programming at the Bancroft Public Library. This is a part-time (approximately 10 hours per week) position. The weekly schedule is Monday through Friday in the afternoons.

Primary Responsibilities:

Under the supervision of the Library Director, and with support from Library staff, the After-School Program Coordinator will:

- Create, implement, and maintain afternoon services for children aged approximately 9 – 14 years.
- Support existing after-school programming for all school-aged kids.
- Provide support at the circulation desk, particularly by helping after-school children check out books, get computer passes, etc.
- Lay out and clean up the day's activity materials.
- Help coordinate and/or attend offsite and outreach program sites, as needed.
- Inform library patrons of library policy.

Additional Responsibilities:

- Help coordinate visiting presenters, authors, performers, and other outside programming.
- Provide reference help for youth patrons and their caregivers.
- Engage in physically demanding tasks such as lifting or moving books and furniture.
- Perform related duties as assigned.
- Participate in professional development opportunities.

Required Skills and Qualifications:

- Experience working with pre-teens and teens in the capacity of teacher, coach, counselor, or related role.
- Sustained high-energy and enthusiasm for youth and teen services.
- Excellent customer service skills.

Desired Skills and Qualifications:

- Knowledge of and interest in children's and YA literature.
- Experience working in a public library or related setting.
- Associate's degree or higher, or equivalent work experience.
- Ability to learn and use Library automated systems.

The ideal candidate respects pre-teens and teenagers and feels comfortable in a role of authority. This candidate possesses strong customer service skills and communicates well

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both in person and in writing. This is a great opportunity for former (or part-time) teachers or coaches, or those with counseling and social services experience who wish to deepen their connection to the community and learn more about librarianship.

Approved: December 10, 2024