



PHELPS COMMUNITY MEMORIAL LIBRARY  
8 BANTA STREET, SUITE 200, PHELPS, NY 14532  
(315) 548-3120 ♦ WWW.PHELPSLIBRARY.ORG

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## **CHILDREN'S CURRICULUM COORDINATOR**

### DESCRIPTION

Under the supervision and general direction of the Library Director, this employee performs customer service, materials circulation, and children's curriculum coordination at the Phelps Library. Work is evaluated through observation while work is in progress and by inspection of completed assignments. It is a part-time position that includes some evening and weekend work.

Current weekly hours: 18 hours per week

### ESSENTIAL JOB FUNCTIONS

- Coordinate and implement Progressive Preschool Story Hour, Summer Reading and special children's programs
- With Director, arrange children's room and displays to create an attractive and inviting environment to promote reading
- Maintains working knowledge of library materials, especially children's materials.
- Performs OWWL circulation tasks
- Maintains Magazine database
- Assists and instructs patrons in the use of library resources, tools and technology
- Operates standard library equipment such as computers, printers, copier, fax machine, DVD players, televisions, and disc cleaning/repair machine
- Ability to interpret and implement policies and procedures
- Assists in the maintenance and repair of library materials
- Attends appropriate workshops and training meetings
- Provides and maintains top quality customer service
- Other duties and responsibilities as assigned by the Director

### REQUIRED KNOWLEDGE, SKILLS, AND ABILITIES

- Self-motivated, patient and exercises initiative
- Working knowledge of computers beyond basic computing
- Working knowledge of makerspace tools and technology
- Ability to communicate effectively in writing and orally
- Ability to pick up and carry 25 pounds
- Ability to willingly attend and participate in training sessions
- Interact positively with staff, volunteers, library patrons, and community
- Interested in current and innovative library trends
- Performs other duties as assigned.

#### EMPLOYEE SAFETY

This employee is responsible for the use of safety devices and protective equipment in order to minimize the frequency and severity of work-related accidents. The employee is responsible for using safe practices and methods in the operation and supplies related to their job. The employee is further responsible for reporting any conditions within the building or grounds that may be hazardous to employees, volunteers, or staff assigned to the building to the appropriate administrator.

#### MINIMUM EDUCATION, TRAINING AND EXPERIENCE

High School Diploma. Education beyond high school is desirable.

#### REQUIRED LICENSES AND CERTIFICATES

None