

TOWN OF WINDHAM

Position Title:	Children's Room Coordinator	Date:	_____
Department:	Library	Incumbent:	_____
Reports to:	Children's Librarian	Supervisor:	_____
Classification:	Non-Exempt 8	Town Manager:	_____

General Summary:

This is an administrative and technical position assisting the Children's Librarian in the overall planning, organization, and implementation of Children's Library programs. Responsibilities include dealing effectively with the public concerning department activities, and performing specific delegated tasks, all under the general guidance and direct supervision of the Children's Librarian. Performance is evaluated based on daily observation and results.

Essential Functions:

- Welcomes parents and children to the library, answers questions, performs reader's advisory, and responds to patron concerns.
- Answers telephone and responds to questions or directs calls to the appropriate department.
- Assists with preparation and leading of programming for children, including story times, Summer Reading Program, and craft programs.
- Prepares materials for circulation; repairs damaged items for recirculation.
 - Maintains records, shelves materials, prints reports and tracks statistics.
- Orders or shops for library or programming supplies and tracks budget.
- Develops and presents seasonal or topical displays.
- Oversees the activities of the Children's Room when the Children's Librarian is not available.
- Interacts with employees, the School Department, the Library Board of Trustees, elected officials, and the general public with respect to other programs and policies of the Windham Public Library and the Town of Windham.

Other Duties and Responsibilities:

- Participates in providing a safe and welcoming environment at the library.
- Performs other work as may be required in support of the Library.

Competencies:

- Knowledge of the principles and practices of library programs and the ability to make practical application of them.
- A strong technology background including experience with Microsoft Office programs, databases, and the internet. Knowledge or familiarity with library specific software, desired.

- The ability to communicate verbally and in writing, to various and diverse groups and individuals, including children.
- Knowledge of children's books and other materials for children in order to assist with providing reader's advisory.

Required Education/Experience:

- Bachelor's degree in Library Science or related field from an accredited college or university;
- One to three years' experience in library practices and procedures including experience with reference, cataloging, and circulation service, desired;
- Any equivalent combination of education and experience which demonstrates possession of the necessary knowledge, skills and abilities.

Working Conditions/Physical Demands:

Moderate physical effort required; normally seated or standing with freedom of movement on a regular basis; operating office equipment, and handling books and supplies. Extensive periods may be spent standing or operating a computer and using hands and wrists in frequent repetitive motions. Interaction with others via face-to-face communication, telephone, email, and written correspondence; flexibility of motion – repetitive sitting and standing assisting staff and citizens; ability to lift 25 pounds.

The above statements are intended to describe the general nature and the level of work being performed by people assigned to do this job. The above is not intended to be an exhaustive list of all responsibilities and duties required.

EEO Statement:

The Town of Windham provides equal employment opportunities (EEO) to all employees and applicants for employment without regard to race, color, religion, sex, national origin, age, disability or genetics. In addition to federal law requirements, the Town complies with applicable state and local laws governing nondiscrimination in employment in every location in which the Town has facilities. This policy applies to all terms and conditions of employment, including recruiting, hiring, placement, promotion, termination, layoff, recall, transfer, leave of absence, compensation and training.