



2521 ST. PAUL STREET, BALTIMORE, MARYLAND 21218  
(410) 235-2210

### **Position Description**

**Position:** Library Services Coordinator

**Hours:** 32-35 hours/week, Full-time, exempt employment. This position involves working some evenings and occasional weekend hours.

Monday – 10 a.m. to 6 p.m.

Tuesday – 10 a.m. to 6 p.m.

Wednesday – noon to 7 p.m.

Thursday – 10 a.m. to 6 p.m.

Saturday – 10 a.m. to 2 p.m. (1 to 2 Saturdays per month)

**Description:** The VLP is looking for a committed individual who wants to increase their experience working in an urban library. Because the VLP values and recognizes the importance of relationship-building within our community, we are seeking an individual who will make a 2-3 year commitment to this position and the organization.

The Library Services Coordinator will manage all activities related to the VLP library including service to patrons and the general public, supervising the library staff, managing adult educational programming, and acting as the contact person for events happening within the library space.

**Responsibilities:** Under the direction of the Director of Library Programs & Services, performs the following:

#### Programming

- Supervises AmeriCorps member to implement educational programming for adults including Adult Basic Education, Adult Computer classes, etc.
- Supervises recruitment for outreach programs and VLP literacy classes and events being offered
- Coordinates events pertaining to the library, including the Summer Reading Program and National Library Week
- Develops and maintains staff, volunteer and work-study student schedules
- Develops and maintains library collection including periodicals
- Selects and adds new and donated books to the library catalog; processes books
- Works at public reference desk assisting customers in finding information and accessing resources, including electronic resources
- Provides a high level of individualized customer service beyond the circulation desk, including but not limited to assisting children with homework and other school projects, and helping adults with resume writing, and other resources.
- Plans and changes book displays
- Update and reinforce library policies, procedures, and best practices
- Opens and closes library using proper security procedures
- Performs other related duties as assigned

#### Reporting

- Documents program outcomes and completes monthly reports, quarterly reports, and final program reports as required
- Evaluates service for its effectiveness, with a focus on linking efforts to outcomes
- Contributes to and advises on library activities
- Keeps track of patrons' use and activity as needed

#### Community Outreach:

- Promotes the VLP library and literacy programs by performing duties related to publicizing VLP events

- and developing other methods of increasing patron and program participation
- Creates recruitment material for adult programs and distributes to neighborhood businesses, organizations, and partners
- Functions as the main point of contact to the community-at-large, with public and private partners
- Provides a high level of customer service to parents, partners, library patrons, and the general public and models these behaviors for other staff

#### Staff Collaboration

- Works as part of a team to achieve the VLP's Mission and to integrate the VLP's Core Principles in all efforts
- Contributes to "All Staff" events as needed
- Attends regular VLP all-staff meetings, coordinator meetings and director/coordinator meetings; Meets with supervisor and direct reports regularly and other administrative staff as needed
- Regularly updates Position Duplication Plan, and communicates/delegates relevant responsibilities while away from the VLP
- Provides written reports on program activities to all staff via email before each staff meeting; addresses email requests and phone messages in a timely manner
- Opens and closes library and 2510 building using proper security procedures

#### **Minimum Qualifications:**

- Bachelor's degree required; competitive applicant will have MLS or MLIS
- Supervisory experience mandatory; ability to manage a team of staff to produce results
- 3-5 years of experience in libraries, information sciences, or management
- Commitment to working effectively in partnerships and to create new partnerships
- Commitment to providing service to a diverse, urban population
- Flexibility, initiative, creativity
- Ability to communicate effectively with internal and external customers, including children and adults
- Strong computer skills
- Ability to stay calm under pressure

**Salary compensation:** \$25-27 per hour + benefits

Please submit cover letter and resume to Annie Malone, [annie.malone@villagelearningplace.org](mailto:annie.malone@villagelearningplace.org). No phone calls, please.