**Supplemental Information Sheet**

**Children’s Services Coordinator**

Name: Date Completed:

Please base your responses on your current or most recent position. If your experience other than your current or most recent position is particularly important, please provide that information with a notation that it’s from an earlier position and the name of that institution.

1. Do you have a Master’s in Library Science Degree?

Yes  No  No, but I’m enrolled and near degree completion

1. Describe your experience working in a public library. If you do not have public library experience, describe work experience that you believe qualifies you to work at a public library.
2. Give an overview of the package of programs for children and their families that your library offers to the community. Include a description of the top three most popular programs and the average attendance of each type of program.
3. Describe your experience planning and leading interactive activities and programs designed for large groups of children and families, such as family fairs.
4. Describe your experience recruiting, training, and supervising staff and volunteers. Include the number of direct reports you have supervised and summarize your responsibilities as a supervisor.
5. Describe your experience as a leader of a team or committee. Include information about your role and what work the team or committee accomplished.
6. Describe your experience developing and delivering training to others. Include information about tools you have used to deliver virtual training.
7. Describe the two or three most significant professional achievements so far in your career.

**Thank you for your interest!**

**Please save your form and then upload it here:** [Upload Completed Supplemental](https://buckslib.wufoo.com/forms/z1tut35g0tk52r2/).