



Position Title: Adult Program Coordinator

Position Type: Part-time, permanent. Approximately 18 hours per week.

Immediate Supervisor: Assistant Director

Position Description: This role is responsible for researching, developing, coordinating, delivering, and evaluating ongoing adult programs and special events. This employee will work with individuals and groups throughout the surrounding communities to provide programs that address a broad spectrum of interests and abilities. This work requires professional skill, enthusiasm, initiative, creativity, teamwork, technology skills, humor, and independent judgment. The position requires occasional evening and weekend hours.

Primary Responsibilities:

- Develop, plan, execute, and evaluate ongoing and special library events on a wide range of topics, including cultural, artistic, historical, scientific, and technological programs.
- Evaluate legacy and future programs for return on investment, impact, and future planning.
- Prepare and disseminate graphic materials and press releases for program promotion.
- Post notice of library programs and events on social media accounts, the library website, and external promotional platforms.
- Work with the library leadership team to keep all departments informed of current and upcoming programs.
- Operate within the established programming budget.
- Explore grant opportunities available for programming support.
- Maintain an awareness of County and State program initiatives.
- Participate in trainings, meetings, workshops, and conferences to maintain an awareness of developments relevant to current and future library services.
- Occasional assistance with general circulation duties may be required.
- Perform other duties and responsibilities as required.

Required Knowledge and Abilities:

- Recreational and educational needs of adult library patrons.
- Current trends in library program services for adults.
- Principles, practices, and objectives of library service.
- Other program and event offerings in the community.

Ability to:

- Translate community needs into effective library programs and events.
- Communicate and work effectively with the public.
- Establish and maintain effective working relationships.
- Prioritize tasks.
- Exercise independent judgment in implementing established policies and procedures.
- Maintain records and databases, prepare monthly reports, and create and contribute to spreadsheets.
- Handle multiple tasks and projects.



Qualifications: An associate degree and three years of progressively responsible library service; or an equivalent combination of education and experience that provides the required knowledge, skills, and abilities may be substituted for education. Proven successful experiences in a work environment emphasizing shared decision-making and teamwork. Excellent oral and written communication skills, organizational and analytic skills, flexibility, a genuine enjoyment of the public, a sense of humor, and the ability to handle stressful situations. Knowledge of the internet, Microsoft Office products, and basic computer troubleshooting. Knowledge of library databases and eMedia is preferred.

ADA Requirements: This is medium work requiring the exertion of 50 pounds of force occasionally, up to 20 pounds of force frequently, and up to 10 pounds of force to constantly move objects, and some heavy work requiring the exertion of 100 pounds of force occasionally, up to 50 pounds of work frequently, and up to 20 pounds of force constantly to move objects; work requires climbing, stooping, reaching, walking, pulling, lifting, and grasping; vocal communication is required for expressing or exchanging ideas by means of the spoken word; hearing is required to perceive information at normal spoken word levels, and to receive detailed information through oral communications and/or to make fine distinctions in sound; visual acuity is required for depth perception, color perception, inspection involving small defects and/or small parts, operation of motor vehicles or equipment, and observing general surroundings and activities; the worker is subject to inside and outside environmental conditions.

Salary: \$18.00 - \$21.00 per hour, depending on experience.