

JOB DESCRIPTION: Coordinator of Adult Programming

General Description

The Coordinator of Adult Programming serves on the Programming Team and has primary responsibility for organizing and overseeing adult programs for the library. This will include identifying topics and speakers and making all the necessary arrangements for a variety of programs. This staff member also works as a member of the overall library staff at the Clerk, Library Assistant I, or Library Assistant II level, based on education and experience.

Supervision Received

For programming-related duties, this employee works under the supervision of the Youth Services and Programming Librarian. For other duties, this employee will report to the Library Director.

Classification

Part-Time. Duties related to this position are in addition to library duties related to work as a Clerk, Library Assistant I or Library Assistant II. The job may at times require hours above and beyond regularly scheduled hours.

Examples of Duties

- Work with the programming team to facilitate a variety of one-time, limited time, or ongoing programs, intended primarily for an adult (18+) population.
- Coordinate with staff, outside speakers, and volunteers who will deliver programs.
- Schedule rooms for programs and ensure that rooms are set up and prepared.
- Arrange for any supplies, technology, or materials needed for programs.
- Meet, greet, and introduce outside speakers and programs or arrange for another staff member to do so.
- Discuss costs or fees with Youth Services and Programming Librarian prior to scheduling programs.
- Deliver details about adult programs to library staff tasked with marketing to enable them to produce appropriate marketing materials and plans.
- Regularly scan adult program offerings at other public libraries.
- Assist with outreach efforts of the library.
- Perform the duties of a clerk, Library Assistant I or Library Assistant II, which will include staffing public service desks, assisting patrons, and processing and managing library materials.

NOTE: The job analysis describes the nature and level of assignments normally given in this position and is not an exhaustive list of duties. Additional related duties may be assigned.

Knowledge, Skills and Abilities

- Excellent organizational skills and attention to detail
- Strong verbal/written communication skills
- Ability to define problems, collect data, establish facts and draw valid conclusions
- Ability to work effectively with library staff and the general public
- Ability to travel occasionally to attend out-of-town meetings and training sessions

Personal Attributes

- Creativity, energy, and enthusiasm for adult programming
- A courteous, pleasant manner with excellent interpersonal skills
- Ability to communicate well with individuals of all ages
- Ability to demonstrate initiative and good judgment and maintain a neat personal appearance.

Experience and Training

This position requires at least two years' successful work experience in a public library or similar environment. A high school diploma is required; some college and/or library school training is preferred.