



Education/Programs Coordinator

Department: Library

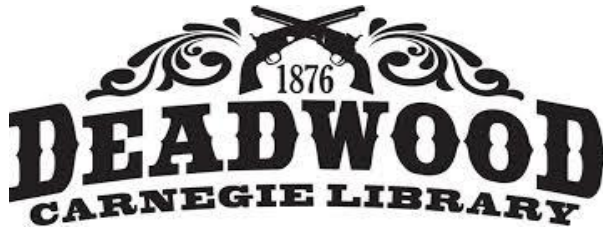
Reports to: Library Director

JOB SUMMARY:

Under the general supervision of the Library Director, this position is responsible for supporting, planning, organizing, and coordinating programs and activities for the public library. This includes developing and implementing programs with outreach to the community while working as part of a team to support library goals and activities. This is a 25 hour per week permanent part-time position.

ESSENTIAL DUTIES AND RESPONSIBILITIES:

- Plan, organize, coordinate, and conduct programs for preschool and toddler story times and afterschool activities for grades K-5, partnering with local daycare centers and the elementary school.
- Plan, organize, and coordinate summer reading programs for all ages.
- Identify opportunities for new and enhanced programs while collaborating with library staff and community partners to develop, plan and implement programs that meet the needs of the community in accordance with the library's mission.
- Plan and create attractive educational/seasonal displays, flyers, and postings to communicate programs to the general public and area educators.
- Advise appropriate library personnel of upcoming programs and registration forms for the library's website and social media to be created and posted.
- Visit local preschools and grade school to read to students and maintain positive communication.
- Confer with teachers, parents, and community groups to assist in developing programs to encourage and improve children, young adults, and adult reading and communication skills.
- Research children's and young adult book reviews and recommend purchases to Library Director.
- Review current inventory of resources in the children's and young adult collections on an as needed basis, maintaining current collection by assessing and inspecting condition of materials.
- Provide required reports regarding education and other programs, as requested.
- Work with staff and volunteers, in communication with the director, on the creation of new programs for adult patrons such as monthly book clubs, author visits, library catalog and technology use.
- Work circulation desk on a rotating basis with other staff members which may include evenings or Saturdays.
- Assist patrons in the location and selection of library materials, online services, digital catalog, and technology services.
- Research and communicate possible programming grant opportunities to Library Director.
- Perform related duties as assigned.



KNOWLEDGE, SKILLS, AND ABILITIES DESIRED FOR POSITION:

- Previous experience in program development and planning for all ages with particular emphasis on children's services.
- Positive customer service and public relations skills.
- Ability to understand and interpret library policies and procedures.
- Strong oral and written communication skills.
- Familiarity with library science and technology or a desire to learn and become part of the larger library professional community.
- Knowledge of computers and job-related software programs.
- Ability to work both independently and as a team member.

PHYSICAL DEMANDS:

- Ability to move and/or lift materials up to 25 pounds.
- Ability to push a loaded book cart.
- Regularly required to stand, walk, bend, kneel, reach, climb, balance, and sit.
- Vision and hearing at or correctable to "normal ranges"

MINIMUM QUALIFICATIONS:

- High School graduate or equivalent with strong customer service experience.
- Previous experience in program development and planning.

PREFERRED QUALIFICATIONS:

- Bachelor's degree with some library experience.
- Previous experience in program planning, desire and enthusiasm for library program creation, exceptional organizational skills, demonstrated customer-service orientation, solid computer literacy with familiarity in library systems, ability to work in a team environment.