



## **JOB DESCRIPTION**

Position Title: Programming Coordinator

Classification: Library II

Direct Supervisor: Programming/Outreach Manager

FLSA Status: Non-Exempt

## **REQUIREMENTS FOR ALL EMPLOYEES**

1. Outstanding customer service
2. Ability to follow library policies and procedures
3. Ability to work in team and individual tasks
4. Ability to communicate clearly
5. Ability to openly and respectfully engage with staff, patrons, supervisors, and others
6. Ability to work accurately in a changing and varied environment, and with frequent interruptions
7. Ability to maintain patron privacy and confidentiality of patron records
8. Ability to use various assigned technologies to complete work
9. Ability to lift, sort, shelve, and push library materials up to 40 lbs. on an occasional basis

## **POSITION SUMMARY**

The Programming Coordinator performs a variety of library tasks under the direction of the Programming/Outreach Manager relating to programming for all ages.

## **REQUIREMENTS FOR THIS POSITION**

1. Associate's degree or equivalent experience.
2. Ability to learn and understand core library tenants, including understanding and upholding intellectual freedom; protecting patron confidentiality and privacy; supporting access to information and opposing censorship; supporting lifelong learning; and assessing and providing for the needs of diverse communities.
3. Experience with developing and implementing programs for all ages.
4. Demonstrated skills in planning, development and producing events and special projects; attention to detail when numerous diverse demands are involved; forward-thinking.

## **ESSENTIAL FUNCTIONS**

1. Greet and work with public and library staff, demonstrating a positive attitude and flexibility.
2. Plan, prepare, and conduct monthly events and activities for youth, teens, adults, and families, including occasional Saturdays.

3. Provide support for outreach opportunities.
4. Staff the desk at various hours, including occasional Saturdays.
5. Help patrons locate materials, use the online catalog and other equipment, and provide readers' advisory services.
6. Sort and shelve library materials as well as regular shelf reading.
7. Assist with the summer reading program, including event planning and implementation for youth, tweens, teens, and adults.
8. Keep reports and records as requested by supervisor.
9. Address any safety issues as well as help maintain the positive appearance of the library.
10. Keep supervisor informed of noteworthy positive and negative occurrences.
11. Knowledge of library policy and ability to enforce it fairly and equally with staff and patrons.
12. Available evenings to host occasional programs.
13. Practices excellent customer service when assisting with complaints or problematic issues.
14. Attend training sessions to keep education current and relevant to the position.
15. Other projects and duties as assigned.