

Job Description

Programming Coordinator

Full-time position, 37.5 hours per week, under the supervision of the Public Services Manager.

The Programming Coordinator organizes, prepares, and conducts library programs and publicizes library services and programs for all ages inside and outside the library.

Essential Duties and Responsibilities of Position

- Provides and/or supervises mission and vision driven library programming for all ages (baby, preschool, school-age, teen & adult)
- Plans, promotes and implements children's storytimes throughout the year
- Plans, promotes and implements the summer reading program for all ages
- Maintains age-appropriate children's play environment
- Designs and implements passive programs and displays
- Collaborates with individuals, groups, and organizations to expand library programming
- Develops and fosters strong, positive, and mutually beneficial relationships that grow and deepen the library's connection to the community
- Promotes programs and services in collaboration with the Communications Specialist
- Participates in community outreach, advocacy and engagement activities in and outside of the library to increase awareness of library services and resources
- Collects and reports programming and outreach statistics
- Provides information and recommendations for materials selection
- Assists patrons with reference questions, reader's advisory, and bibliographic instruction
- Performs basic circulation duties such as handling materials, issuing library cards, processing holds, and assisting patrons with account management
- Attends continuing education classes and/or webinars that are relevant for this position

Knowledge and Abilities

- Ability to work independently, organize and prioritize work, respond to varied/changing work demands and make decisions as required
- Ability to plan, develop, execute, and evaluate library programs for all ages
- Ability to maintain confidentiality and use appropriate judgment in handling sensitive information and records
- Effectively communicate ideas and information both in written and verbal form
- Effectively use email, social media platforms, Microsoft Office, and Google Workspace applications
- Ability to gain a working understanding of current and developing technologies as they relate to public library operations and services.
- Analytical skills: identify problems and opportunities; utilize information resources, experience, knowledge, and training to evaluate options and make

decisions; gather statistics, analyze information and write reports effectively evaluate or make independent decisions based upon experience, knowledge, or training.

- Ability to understand library policies and procedures and apply them to library operations.
- Mathematical Ability: calculate basic arithmetic problems (addition, subtraction, multiplication, and division)
- Understanding of basic library principles, procedures, technology, goals, and philosophy of service
- Ability to maintain and foster cooperative and courteous working relationships with the public, peers, and supervisor.
- An understanding of early childhood development and human development across the lifespan.

Physical Demands of the Position for Essential Duties

- Bending/twisting and reaching
- Lifting and carrying: 15 pounds or less
- Ability to travel to meetings outside of library
- Talking and hearing; use of the telephone
- Ability to present interactive storytimes

Environmental /Working Conditions

Work hours include daytime, regular evening, and rotating weekend hours. Primarily an inside work environment but some outside programming/events are required.

Equipment Used

Audiovisual equipment, book truck, building security systems, calculator, smartphone, cash register, computer workstation, self-check workstation, scanner, copy machine, computer printers, telephone

Education and Experience

- Required: Associate's degree and a minimum of six months related experience and/or training; or equivalent combination of education and experience
- The ideal candidate will have:
 - A Bachelor's degree in children's literature, early childhood education, education, human development, or related fields
 - Library coursework or equivalent experience/training in programming and youth services
 - Language skills in English/Spanish or English/Hmong