

Wood River Public Library- Programming Coordinator (Full Time)

Job Description: Programming Coordinator, Full Time (40 hours/week)

Benefits: Health Insurance, enrollment in IMRF, vision & dental available, sick and vacation time

Reports to: Library Director

Starting Pay: \$15/hour

Purpose of Job:

The Programming Coordinator is responsible for all programming at the Wood River Public Library and for the school library at Lewis & Clark Elementary School

Nature & Scope:

This person manages most aspects of the Youth Services Department by providing reference and reader's advisory services with emphasis on children and teen literature; providing consistent programming for youth and adults both in-house and in the community; work with local schools and organizations to provide services, programs, and activities; promote the library in the community by attending or participating in appropriate civic, school and community activities; attend workshops, conferences, and meetings, as requested; manage the budget as set by the Director; assist with customer service duties as needed; create marketing strategies to promote patron activities.

Essential Duties:

- Provide reference and reader's advisory services
- Maintain a host of ongoing programs for a wide variety of ages, while introducing new programs and special events that respond to customer and community demand. Independently plan, organize, and coordinate said activities.
- Collaborate with others on currently established special events.
- Maintain all aspects of the Lewis & Clark Elementary library including, but not limited to: check in/out books, run overdue reports, complete annual inventory of the collection, weed as necessary
- Provide library time to elementary students (K-5th grade), weekly, during the school year
- Set up & clean up program space, assist presenter(s), and ensure that both the presenter and patrons have a pleasant experience
- Employ various strategies and methods to market programs and events to a broad audience
- Prepare displays in the library
- Assess programs by keeping record of attendance and providing a monthly statistical report to director.
- Provide monthly report to board of trustees on programs and events
- Speak to community groups as requested

- Establish and maintain positive working relationship with a diverse community of customers and library staff
- Maintain current knowledge of library and programming trends
- This position may at times oversee volunteers, supporting staff in facilitation of all aged activities
- Additional duties as required

Requirements

- High school diploma (or equivalent) required; bachelor's degree preferred
- Ability and commitment to work with the public
- Ability to use appropriate judgement in handling information and records
- Ability to work independently as well as collaboratively as necessary
- Keyboarding/Windows proficiency
- Ability to operate library technology systems, including a PC, software programs and other job related equipment
- Public service experience
- Communicate effectively in both oral and written form with patrons and staff
- Engage community partners, customers, and staff in the promotion of library programs
- Exhibit flexibility and a willingness to work in a dynamic, busy, and changing environment
- Work flexible hours that include day, night, and weekend hours
- Learn to adapt to new and changing technologies
- Employ basic math skills
- Ability to perform physical demands (repeated lifting, continual standing, reaching, bending, and walking).

Disclaimer: the information is general in nature and level of work performed within this role. It is not designed to contain or be interpreted as a comprehensive inventory of all duties, responsibilities, and qualifications required of employees assigned to this position.