

JOB POSITION

Teen & Adult Program Coordinator



DESCRIPTION OF HOURS:

This is a non-administrative hourly position that can be offered with the status of a part-time up to 29.5 hours per week, or offered with the status of a full-time job, scheduled for 30- 40 hours per week, depending upon the position demand. The person in this position typically on weekdays however the position may require various evenings and weekends for special programs and community events in which the library participates. Personal, Vacation and Sick Leave start accruing on a full-time employee's first day but are not available to use until the candidate successfully completes a mandatory 6-month probationary period. The amount and type of benefits are based upon the job status (part-time or full-time). This position reports to the Library Director.

GENERAL SUMMARY: The Teen/Adult Program Coordinator fulfills the library's mission to serve the families of Hocking County through the development and implementation of programs for the teens and adults of Hocking County. This position includes task such as planning, scheduling and implementing (including hiring performers as needed) other programming, providing instruction on library technologies and tools, providing outreach to schools, organizations, and connecting teens and families to relevant library materials and resources. Provides system-wide expertise and training on teen and adult literature and keeps current in these areas with research, local trends, and training. Develops and maintains the teen area's materials collections in all formats. Provides welcoming, friendly, efficient, knowledgeable, and professional customer and library service to internal and external customers.

JOB DUTIES:

- Develop programs and services to meet the specific needs of teens and adults in the library's service area.
- Plan and maintain budget requirements for large and/or ongoing programs such as the annual Summer Reading Program, author presentations, and special programs.
- Coordinate teen and adult programs with other library services and functions.
- Meet with members of the library and others to coordinate activities and exchange information.
- Prepare public relations materials for teen and adult programs, including flyers, press releases, public service announcements, the library's events calendar, and social media.
- Assist the Children's Librarian with programming.
- Manage collection development, selection, and weeding of teen/youth materials.
- Oversee the environment of the teen area, including cleanliness, usability, and security.
- Plan the arrangement and display of children's materials and seasonal decorations in the children's area.
- Provide reference services to teens, teachers, and adults.
- Provide reader's advisory to teens and adults.
- Serve as library liaison with local middle school and junior high.
- Attends committee meetings, workshops, and conferences as required.
- Assists with telephone and desk duties in all areas of the library.
- Completes other duties as assigned.

MINIMUM QUALIFICATIONS

GENERAL REQUIREMENTS

- Earned High school diploma or equivalent.
- Must have five years of academic and/or work experience with computers.
- Experience using Microsoft Office.
- Possesses a valid driver's license and a clean driving record. May need to have access to an automobile in the instance the library's vehicle is not available.
- Ability to communicate effectively both verbally and in writing.
- Ability to work independently.
- Ability to work with the public and co-workers.
- Ability to speak/present in front of an audience of various ages.
- Demonstrated knowledge of popular materials and/or literary works for children.
- Organizational skills including planning, setting objectives, managing a digital calendar, and meeting deadlines.
- Must pass a drug test and a background check.

PHYSICAL REQUIREMENTS

- Ability to complete tasks that may involve frequent walking, standing, bending, reaching, stooping, and some lifting and carrying objects of moderate weight (12-20 pounds); pushing loaded, wheeled book carts of very heavy weight (100 - 150 pounds); and/or the operation of office equipment or keyboard, in which manipulative skills and hand-eye coordination are important ingredients of safe and/or productive operations. Able to reach shelving from floor level to six feet high and stand or walk for at least 1 hour at a time.
- Carry up to twenty pounds up and down stairs.
- Ability to climb, balance, kneel, and crouch, as these are common physical activities when working with youth.
- Clarity of speech and hearing which permits the employee to communicate effectively with the director, other employees, and library patrons.
- Vision that will allow the employee to not only drive library vehicles safely but also produce and review a wide variety of library materials, written correspondence, reports, and related materials.
- Manual dexterity which permits the employee to operate a keyboard and any other assigned equipment to process library materials.
- Personal mobility which permits the employee to monitor and perform assigned library operations, and to attend Library district, community, and public meetings at various locations.
- Tolerance for dust and mold, to be able to work with books and other library materials as well as work in older buildings.

PERSONAL ATTRIBUTES

- Ability to deal with associates and the public courteously with excellent people skills.
- Ability to communicate well with individuals from various backgrounds; neat personal appearance; emotionally stable; must demonstrate initiative and good judgment; pleasing manner.
- Ability to plan programs in advance and keep work areas organized.

PREFERRED QUALIFICATIONS

- Three years of library experience.
- Degree in or commensurate experience in the field of events management.
- Knowledge of collection development, selection, and weeding of teen materials; reference skills, reader's advisory skills for teen and adult material; and current library cataloging practices.
- Knowledge or experience promoting programs through social media.
- Experience using Canva.

PLEASE NOTE: Meeting these posted qualifications does not necessarily guarantee an interview.

EQUAL OPPORTUNITY EMPLOYER

The Logan-Hocking County District Library is an Equal Opportunity Employer and does not discriminate on the basis of race, color, religion, gender, gender identity or expression, national origin (ancestry), military status, disability, age (40 years or older), genetic information, sexual orientation, or caregiver status, in making employment-related decisions about an individual.