Glen Lake Community Library
Job title: Program Coordinator

Job summary
Under the supervision of the Library Director the program coordinator leads the development and promotion of educational and enrichment activities, assists with marketing of general library services, and provides support for routine library operations.

Education
Required:

High School diploma
Completion of Library of Michigan staff certification within 1 year of hire

Strongly Preferred:

Bachelor's degree in a related field
Experience in public, school and/or academic libraries
Demonstrated experience in program development

Essential Knowledge & Abilities
Knowledge of:

- learning & enrichment activities appropriate for public library audience
- local education & enrichment organizations and resources
- public library philosophy, principles, and procedures
- social media platforms
- standards of accuracy, timeliness, tact and confidentiality
- productivity software, including MS Office and Google tools

Ability to:

- work positively with the public, with a strong customer service orientation
- efficiently manage patron communications
- assist patrons with access to library resources & other needed information
- consistently observe and articulate library policies
- manage multiple and varied tasks in public setting
- communicate effectively in written and oral form
- excel in interpersonal skills & work constructively as part of a staffing team
- use standard office equipment/software
- adapt to evolving information technologies
- meet physical requirements of moving and lifting materials, assist with facility maintenance as needed, and respond to emergencies

Responsibilities
<u>Program development</u>

- Plan, prepare and manage special events and presentations
- Plan, prepare and manage ongoing library programs

- Work with community partners to explore & develop activities
- Assist with development and scheduling of community art displays

Community Outreach & Marketing
- Utilize library social media to promote services & programs
- Manage publicity of events in local media outlets
- Assist with print and electronic newsletters
- Cultivate connections with community partners

Public Services & routine operations
- Assist with routine circulation desk transactions
- Answer phone calls, respond to voice messages, e-mails, and texts
- Articulate and observe library policies
- Help clients locate library materials
- Assist clients in use of public computers and catalog, and digital resources
- Assist with opening and closing routines

Collection development
- Assist with ongoing assessment of existing collections
- Provide input on recommended purchase of new materials

Financial management
- Monitor expenses within established program budget
- Work with library director to develop annual program budgets

Professional development
- Work with library director to pursue continuing education opportunities

Facility maintenance
- Assist with everyday cleaning and maintenance tasks
- Maintain orderly appearance of public and staff areas
- Oversee setup of Program Room in advance of activities

Work schedule and environment
Part-time: 20 hours/week
Some evening and weekend hours required
Some travel may be required (*mileage reimbursement provided*)

Compensation
Hourly pay: according to established salary ranges, and commensurate with experience
Simple IRA: employer match up to 3% of annual earnings, per personnel policy
Sick leave and PTO: as per employee policies