

Adult Programming and Community Outreach Coordinator

Non-Exempt, Half-time, 20 hours per week, annual average

Wage: \$13.25/hr.

Purpose of this Position:

The Adult Programming and Community Outreach Coordinator creates, supports, and manages engaging creative, entertaining, and educational programs for adults. The Adult Programming Coordinator develops and maintains partnerships with other community agencies and organizations to provide enrichment activities for adults. Responsibilities include identifying community partners, researching social, cultural, literacy and STEM education needs, and implementing regular and special events. The Adult Program Coordinator consults with the Library Director about the best program design and coordinates with the Assistant Director and Youth Services Librarian on programming themes and calendars.

Familiarity with social services or a community nonprofit is welcome, as well as experience in creative projects. It is assumed that no candidate will be proficient in all aspects of the essential responsibilities, knowledge, and skills; the library supports professional self-development and creative growth.

Essential Job Responsibilities

- Create, implement, and manage a schedule of regular creative, entertaining, and educational programs for adults and older teens as well as special events that engage the community and encourage library use.
 - Substantial role in planning and facilitating new Book Club projects
 - Functions as “concierge” for invited speakers, teachers, trainers, etc.
 - Sets up room arrangements
 - Supports current programs such as Bloomsburg Reads
- Develop new community relationships and maintain existing ones that increase the use of adult programs and the library, in general.
- Coordinate with colleagues on the management of event calendars and program announcements
- Manage the Library’s participation in the PA Forward program with the goal of Gold Star status.
- Regularly train the public on the use of library services by creating digital literacy programs, flyers, and, when appropriate, creating web-based videos.
- Create displays in the library to support programs and events.
- Represents the library at outreach events and community festivals
- Create print and digital promotional materials and collaborate on weekly email Newsletter content.
- Establishes effective communications with community groups, organizations, and individuals
- Maintain and grow knowledge of new technology to keep on pace with emerging trends.
- Assess program success through surveys and attendance tracking.

- Maintain adult programming budget, accurately recording and reporting all expenditures while effecting optimal value.
- Fills in at Circulation Desk when necessary
- Other duties as assigned by the Library Director

Required Knowledge, Skills, and Abilities:

- Ability to plan and implement entertaining, engaging, and enriching activities for older teens and adults.
- Possess solid digital literacy skills or ability to attain current technological/software proficiency including Internet research, email, Microsoft Office Suite, online WordPress/Elementor website software, event ticketing platforms like EventBrite, Canva, and technology/software related to virtual programming, like Zoom, and other relevant technologies and equipment.
- Understand and value the idea of the Library as a community hub and gathering place for patrons to learn and exchange ideas. Develop observations and understanding of community needs into effective library services and programs
- Commitment to excellence in customer service, possesses genuine enjoyment of the public.
- Ability to get in front of large and small groups and to maintain control of an audience.
- Creative and expressive oral and written communications skills.
- Ability to work effectively independently, within a team, and with library patrons, general public, and other community partners. Tact, flexibility, and respectful behavior are expected.
- Ability to initiate, organize, and follow through on multiple projects simultaneously, exhibiting strong attention to detail.
- Ability to engage diverse community partners, customers and staff in positive and productive relationships.
- Solid knowledge of, or the ability to acquire, knowledge of current trends and developments in the library programming for adults and older teens.
- Ability to represent the library at community meetings, outreach events, and in planning meeting with community partners.
- Demonstrate ability create programming that supports the library's commitment to diversity, equity, and inclusion
- Work collaboratively with other members of the Library staff to generate program ideas and coordinate development

Education/Experience

- Bachelor's degree preferred. Demonstrated experience or transferable skills are also welcome. Public library experience a plus but not required.
- Experience with social services or community non-profits is welcome.
- Program planning, presentation, public interaction, or training experience.
- Comfortable coordinating programs on a wide variety of topics, such as arts/crafts, STEM, current events, and beyond.

WORK ENVIRONMENT/SCHEDULE

This position requires hours that best serve the needs of the library, but also with flexibility; some evenings and weekends will be required to support essential services. Fills in at Circulation Desk when necessary.

- Half-time, non-exempt, 20 hours per week
- Limited benefits; no health insurance
- Relaxed, but professional environment
- Opportunity for independent professional growth

Physical Requirements

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Moderate to substantial physical effort is required to perform duties under typical work conditions. The employee must be able to perform the essential functions of the job with reasonable accommodations.

The employee is frequently required to stand, walk, stoop, kneel, crouch, or crawl and climb stairs, sit, speak, hear, and use hands to operate office equipment, and reach with hands and arms. Vision requirements include the ability to read routine documents and use a computer. The employee is frequently required to speak and hear at a conversational level. Must be able to sit, stand and/or walk up to three (3) hours at a time.

Generally, the employee must be able to lift up to 25 pounds from ground level to waist level. Must be able to travel to library to begin shift on time.

ADDITIONAL REQUIREMENTS

Proof of completed COVID-19 vaccination at least 14 days prior to start date is required. Must be able to wear a face mask while on duty. Must have PA Criminal History, State Child Abuse Clearances, and Federal Criminal History Record by start date.