



Job Title: Adult Programming Coordinator

Reports to: Library Director

Job Description: The Adult Programming Coordinator is responsible for day-to-day oversight of Library efforts to provide programs, events, speakers, exhibits, and partnerships which respond to patron needs, support library services, enhance the Library's mission and goals, and inspire life-long library users, all primarily aimed at an adult audience. The position requires consultation with other library staff, especially those who provide programming to other age groups and who promote the Library's overall programming and outreach efforts.

Responsibilities include, but are not limited to:

- Promote, encourage and enhance cross-planning and implementation of Library programs in all aspects of library services, including displays and exhibits, to coincide with library programs and local events
- Work closely with other staff to build, strengthen and maintain Library participation in various community partnerships, events, programs, and workshops
- Supervise additional Outreach staff members
- Plan, coordinate and implement programs aimed at a wide and broad audience, such as family programs, senior activities, community-wide events, and combination teen-adult activities
- Plan and present programs that further the educational, informational, and public service goals of the Library's mission and vision
- Serve as a liaison to other community organizations as appropriate (for example, Friends of the Library or United Human Services)
- Represent the Library on various planning committees for local organizations and events as appropriate (for example, Earth Day Festival, Heart of Danville Holiday Committee, etc.)
- Actively participate in regional and state-wide Library Programming groups
- Assist the PR Coordinator as needed by distributing flyers and announcements, by posting announcements via the Library's social media, and by supplying written copy and information as requested
- Create and adhere to programming budgets and maintain programming statistics

Additional Information: Full time position (40 hours weekly); requires day, evening and weekend hours; requires flexible schedule dependent upon ongoing programming needs; requires awareness of existing community resources, needs, and interests; requires proactive and creative ability to define problems and issues that affect people and implement programs to address those issues.

The successful candidate will possess a high degree of organizational, record-keeping, and time management skills. The Adult Programming Coordinator must balance the planning and implementation of immediate, near-term, and long-term projects simultaneously.

This position is physically demanding and regularly requires the employee to carry, lift, and move books, equipment, and supplies, both in the Library and at remote locations throughout Boyle County. The successful candidate must pass a background check, possess a valid driver's license, and be willing to drive the Library van.

Qualifications (Education, Skills, Training): Undergraduate degree in a related field and 3 years of relevant work experience **OR** Master's degree and 2 years of relevant work experience **OR** an equivalent combination of education and work experience; excellent written and oral communication skills; high degree of comfort in public speaking; proficiency in Office applications, Internet searching, social media applications; requires willingness to obtain appropriate State of Kentucky Library Certification.

Compensation and Benefits: \$13.68 per hour. Benefits include Health, Vision, and Long Term Disability; Personal Leave and Holiday pay; TIAA-CREF retirement after one year of employment; Optional Dental and Accident/Critical Illness insurance; optional Flexible Spending Plan for unreimbursed medical expenses.

To Apply: Submit cover letter, resume, and three references to jobs@boylepublib.org by **September 30, 2017**.