

Job Description

Program Coordinator

Name:		Department:	Community Engagement & Programming
Pay Grade:	F	FLSA Code:	Non-exempt
Reports To:	Head of Community Engagement & Programming	Typical Schedule:	Varies, evenings and weekends as assigned
Last Updated By:	Donna Dunn	Date:	8/23/2017

Job Summary

The Program Coordinator plans and coordinates public programs and community events that support the library's mission and strategic plan.

This position does not have any supervisory responsibilities, but may coordinate work for Program Assistants and oversee volunteers.

Essential Functions & Responsibilities

Primary

- Oversees the planning, development, and implementation of public programs for adult and senior audiences, extension services programs at assisted living facilities located within the district, and for library-wide initiatives
 - Schedules outside instructors, presenters, and author appearances
 - Schedules programs at assisted living facilities located within the district and provides Senior & Homebound Services staff with the information necessary to host those programs
 - Serves as primary host at adult and senior programs and author visits; drafts and delivers welcome and introduction script; works with staff to coordinate room setup
 - Recommends budget for assigned areas of programming and adheres to annual budget
 - Collects data to prepare reports; maintains program/project records and statistical information, and evaluates outcomes

- Manages details surrounding author visits and contracted performers, including solicitation, welcome and thank you correspondence, invoicing, and tax paperwork
- Maintains programming resource/contact records
- Works closely with library staff to ensure the success of public program and event offerings
- Facilitates library participation in community events
 - Serves as the primary event manager and liaison for community events such as fairs, parades, and other outreach initiatives, both at the library and other community locations
 - Works closely with other departments to coordinate staffing for community events
 - Participates in appropriate community organizations and activities
- Assists with program and event marketing, and public relations
 - Drafts newsletter text and assists with the development of press releases and promotional materials for programs and special events
 - Responsible for having program information posted to local community calendars and the library's online registration system
 - Works with outside vendors and the library Graphic Designer to prepare promotional items
 - Responds to program- and event-related media inquiries
- Trains department staff and volunteers
- Attends scheduled meetings and training, as required
- Maintains awareness of overall library functions, projects, and goals
- Represents the library in a positive fashion at all times

Secondary

- Participates in professional development and continuing education, as appropriate
- Keeps current on trends and issues in library practices and philosophy
- Understands and demonstrates the Standards of Public Service
- Performs other duties, as assigned

Education Requirements

The minimum level of formal education required to perform this job is checked.

- | | |
|---|---|
| <input type="checkbox"/> Some high school | <input checked="" type="checkbox"/> Bachelor's Degree |
| <input type="checkbox"/> High school diploma or GED | <input type="checkbox"/> Master's Degree/MLIS |
| <input type="checkbox"/> Associate's Degree | <input type="checkbox"/> Other: |

Training, Skills, Knowledge, and/or Experience

Required

- Degree in education, humanities, communications, public relations, or related field, or commensurate experience
- Experience in planning public programs and/or special events
- Excellent written and verbal communication skills
- Strong technology skills to include: Microsoft Windows and Office applications, Google Suite applications, and the internet
- Flexible schedule with the ability to host programs on evenings and weekends, as required
- Ability to exercise initiative in problem-solving and referring questionable situations to the supervisor
- Ability to complete detailed work accurately, efficiently, and on time, with minimal supervision
- Ability to plan, organize, and prioritize work assignments
- Ability to work independently or as part of a team
- Service-oriented attitude with the ability to establish and maintain effective relationships with staff and the public in order to achieve the goals and objectives of the library

Preferred

- Grant writing and tracking experience
- Familiarity with the library's community, including demographics, local businesses and organizations, and cultural climate
- Familiarity with public library policies and procedures
- Successful employment experience in a public library

Physical Requirements

	Constantly ($\frac{2}{3}$ or more of the time)	Frequently ($\frac{1}{3}$ - $\frac{2}{3}$ of the time)	Occasionally ($\frac{1}{3}$ or less of the time)
Sitting	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Standing	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Walking	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Bending/stretching	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Stooping/kneeling	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Pushing/pulling	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Reaching overhead (up to 75" high)	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Lifting/carrying/moving (up to 50 pounds)	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Reading/analyzing/interpreting data	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Viewing/working at a computer	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Moving wheeled carts (100 lbs.) within or between buildings in all weather conditions	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>

Scheduling

This position may require working during any of the hours that the Library is open, including evenings and weekends. Although a regular weekly schedule is established, the needs of the Library may require schedule changes and flexibility.

Equal Employment Opportunity

The library does not discriminate on the basis of race, color, gender, religion, sexual orientation, gender identity, national origin, ancestry, citizenship, age, disability, veteran status, marital status, pregnancy, arrest record, protected order status, genetic information, or other non-job related criteria in any term, condition, or privilege of employment.



Acknowledgement

I have read and understand the functions and requirements of this position. I understand that this does not limit the assignment of additional duties for this position, and that the job functions may change as needs evolve.



Employee Signature

Date

