

Adopted 9/15/03

Revised 6/25

**Amelia Givin Library
Job Description
Adult Programmer**

Statement: Under the supervision of the Library Director, the Adult Programmer coordinates, schedules, and implements library programs on a variety of topics for adults in our community.

Qualifications:

- Bachelor's degree preferred
- Ability to organize materials, manage time effectively, and establish priorities.
- Excellent oral and communication skills.
- Ability to understand and adhere to library policies and procedures.
- Ability to work within an established program and materials budget.
- Good basic computer skills, including Microsoft Word.
- Ability to meet, communicate, and deal effectively with patrons and staff.
- Knowledge of resources available for programming in the community.
- Interest in working with adult patrons.
- Must pass all required background checks.

Hours:

- Approximately 8-10 hours per week that will require flexibility to work evenings and Saturdays. Flexible work hours with ability to work remotely for planning. Most programs happen weekday evenings and Saturdays. Occasional weekday afternoons for programs may also be required. Non-exempt position.

Specific Responsibilities:

- Coordinates, schedules and implements 4-6 programs per month.
- Plans and promotes at-home adult reading programs.
- Prepares passive adult activities/take-home kits on a monthly basis.
- Represents the library at outreach events when appropriate.
- Coordinates promotional efforts with our Marketing Coordinator.
- Sets up displays to promote upcoming programs.
- Attends relevant continuing education opportunities.
- Attends all staff meetings and relevant county meetings.
- Performs other duties as requested.