

Adopted 9/15/03
Revised 10/15/12

Amelia Givin Library
Job Description
Adult Programmer

Statement: Under the supervision of the Library Director, the Adult Programmer plans, schedules, and implements library programs of interest for adults

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, may vary depending on program schedule. Some afternoons, evenings, and Saturdays required for programming/events. Non-exempt position.

Specific Responsibilities:

- Schedule and plan a variety of adult programs throughout the year.
- Planning and promoting at-home adult reading programs.
- Represent the library at outreach events when appropriate.
- Coordinates promotional efforts with our PR staff member.
- Set up displays to promote upcoming programs.
- Attends relevant continuing education opportunities.
- Attends all staff meetings and relevant county meetings.
- Performs other duties as requested.