

**MIFFLIN COMMUNITY LIBRARY
JOB DESCRIPTION**

Title: Adult Programs Coordinator

Supervised by: Library Director

Job is: 10-20 hours in a two-week pay period as needed. One normal day equals two (2) hours for vacation and personal/sick day purposes. (\$13/ hr. rate)

Work schedule: Hours vary; Monday to Saturday. The schedule needs to be flexible because program times will vary from week to week. There are two (2) personal days following the initial three-month probationary period annually and one week (10 hrs.) paid vacation annually following the first year anniversary date. There are no paid holidays.

Purpose of position: To perform a variety of tasks for the Library that involve assisting with library activities, and scheduling and implementing adult programs.

Position requirements: The Programs Coordinator must possess at least a high-school diploma and excellent organizational and networking abilities, very good written and verbal communication skills, and the ability to work independently. In addition, this position requires strong computer skills and event planning. Travel is also required as part of this position. Dependability and punctuality are required.

Physical demands of the position: The Programs Coordinator must have the physical ability to lift by hand and carry 10 pounds occasionally.

Duties will include but not be limited to:

1. Routinely contact local media sources to promote library events, and write press releases for programs as needed. Share PR created program materials.
2. Attend monthly Programming meetings.
3. Plan and implement library programs, clubs, and events for adults/families.
4. Track grant spending and submit event details for grant funded programming to Director.
5. Organize and attend various outreach /off-site program opportunities in the community.
6. Contact and build relationships with local businesses to serve as sponsors for summer concert series and other events.

Job description for the position of the Programs Coordinator

This job description is designed to accurately reflect the duties of the position. However, it may not be all-inclusive and other job related duties may be required.

I have read and understand this job description. I am able to abide by and adhere to its contents.

Today's Date: _____

Printed Name: _____

Signature: _____