

POSITION SUMMARY

Under the direction of Library Director, the Programming & Outreach Coordinator supports Kendall Young Library's mission of being a community center for lifelong discovery by managing and scheduling the Library's adult and all-age programming and outreach services.

Programming & Outreach Coordinator performs duties requiring considerable judgment and initiative in planning and overseeing programming and outreach services for adults both within the library and outside the library.

SCHEDULE

This is a part time position with 20-25 hours per week which requires day, evening, and weekend hours, including two desk shifts (3.5 each) and 1 Saturday shift per month. Remaining hours will be to plan, create and present programs.

ESSENTIAL DUTIES & RESPONSIBILITIES

- Research, implement and manage a schedule of regular adult and all-age programs and special events that anticipate community needs and desires.
- Plan the Adult Summer Reading Program and coordinate with other staff as necessary, soliciting prizes and presenting programs.
- Work with the Children's and Teen Librarian in the development and delivery of family and all-age programs.
- Advises appropriate library personnel of upcoming programs to promote programs via publicity releases, flyers, social media, newspapers, and online calendar.
- Develop community relationships that increase and diversify the use of adult programs and the Library.
- Assess program success through surveys and attendance tracking. Provide a monthly statistical report to management.
- Work a flexible schedule that includes some evenings and weekends.
- Prepare public displays as time allows.
- May participate in community events and other outreach opportunities as needed.
- Participate in all responsibilities associated with the Library Clerk position.

KNOWLEDGE, SKILLS AND ABILITIES

- Imaginative, creative, energetic, and self-motivated.
- Knowledge of and/or interest in popular materials, programming and services for adults.
- Ability to work independently, determining and adjusting work priorities as needed and completing tasks in an orderly and timely manner.

- Ability to identify potential community partners and develop and maintain relationships as appropriate.
- Knowledge of basic computer operations, the Internet, and common Office application.
- Engage diverse community partners, patrons and staff in positive and productive relationships.
- Ability to lift 20 pounds, push a cart of books, bend and stoop.
- Good communication skills, ability to answer questions effectively.

QUALIFICATIONS

- Graduation from high school or GED equivalent, and additional education preferred.
- Experience in event planning preferred.
- Library experience is helpful but not necessary.
- The ability to deal effectively with the public, relating to children as well as adults is essential.
- Must be dependable, responsible, and have excellent interpersonal/oral communication skills.
- Strong organizational skills.
- Demonstrated ability to manage multiple projects and deadlines simultaneously.
- Requires continuous standing, sitting, stooping, bending, climbing and lifting and pushing of books and other library materials ranging from under one pound to over 20 pounds.

COMPENSATION

- \$13.50 per hour
- Paid Personal Time Off
- IPERS (Iowa Public Employees' Retirement System)

Applications are available at the Checkout Desks or online at www.kylib.org. To apply, provide a completed application at the Checkout Desks or email Ketta Lubberstedt-Arjes at kettala@kylib.org. Preference given to applications received by May 5, 2023.