

Part-Time Adult Services Coordinator

The Adult Services Coordinator is responsible for the planning, implementing, promoting, running, and evaluation of all adult programming and events. The person in this position also assists with the development and maintenance of all adult library collections and materials. The principal duties of the position are performed in the library and in the community. The Adult Services Coordinator reports to the Library Director.

Essential Functions of the Position:

- Creates, promotes, and executes extensive adult programming and events including, but not limited to: lecturers, performers, crafts, book clubs, and summer reading programs.
- Purchases materials and books performers for adult programming and monitors the adult programming budget line.
- Assists patrons, in particular adults, with using the library and its resources, reference questions, reader's advisory, and other library services.
- Assists with the selection, maintenance, and deselection of adult materials for the library's collection.
- Oversees the adult volunteer program including training and scheduling.
- Attends workshops, conferences, webinars, and programs and participates in professional library organizations that pertain to adult library services.
- Serves as liaison to adult and senior organizations, and coordinates visits and programs outside of the library such as senior visits, book talks, and book clubs.
- Assists with the maintenance of the Library's website and social media accounts, especially as they pertain to the promotion of adult programming and events.
- Prepares statistical and narrative reports and evaluations for the Library Director.
- Efficiently completes other projects as assigned by the Library Director.

Knowledge, Skills, & Abilities:

- Knowledge of the theories, objectives, principles and techniques of adult library services.
- Working knowledge of computers, technology, digital downloads, mobile devices, social media platforms, and other library equipment.
- Ability to deal tactfully and courteously with the general public and to maintain effective working relationships with other library staff.
- Ability to cultivate a warm and welcoming environment for adult patrons.
- Knowledge of books, movies, and other library offerings, especially as they pertain to adults.
- Strong written, verbal, organizational, and interpersonal skills.

- Ability to complete tasks either independently or collaboratively and within a specified timeframe.
- Ability to promote literacy and provide reader's advisory services, especially for adult patrons.
- Ability to meet the physical and sensory demands of the position, including sitting, standing, walking, lifting and carrying (30 pounds or less), pushing/pulling (60-80 pounds on wheels), bending, reaching, seeing, hearing, and speaking.

Required Qualifications:

- High school degree or equivalent, 4-year college degree a plus.
- 1-3 years of adult services experience.
- Knowledge of BCCLS consortium and systems preferred.
- Polish fluency a plus.

Schedule:

- 25 hours per week.
- 1 Saturday (10-4) every three to four weeks.
- Flexible work schedule including some nights and coverage as needed.

Salary: \$17.37 per hour

To Apply: Send a cover letter, resume, and three professional references to Kathryn Ennist, Library Director at ennist@wallington.bccls.org