



Job Title: Part-Time Program Coordinator

Location: Beaverton

Supervisor: John Clexton, Library Director

Laura Walters, Assistant Library Director

Job Description: Provides friendly, high-quality customer service to Library patrons. The Program Coordinator develops programs for youth and adults that are motivating, entertaining and educational. The main focus of this position is to create a warm environment for children, adults, and families to feel welcome in the library.

Responsibilities:

- Develop and implement preschool story hour programs
- Create and promote programs for all ages.
- Work as a liaison between the school and the library to promote the library's collection and services
- Develop, organize and implement the library's summer reading program annually
- Will work independently and in tandem on library grant opportunities,
- Special projects/duties as assigned

Additional Duties:

- Work in support with other library staff in providing general guidance and use of Library collections.
- Program Coordinator is a member of the "on-call" staff list to cover circulation desk duties in the Library
- Make recommendations for children's materials
- Create library displays to promote programs
- Community outreach to promote programming and library usage

Job Standards:

- Resolves problems in accordance with library procedures and policies
- Refers unusual situations to Assistant Library Director
- Projects and promotes a positive image of the library and staff
- Maintains courteous, friendly, and constructive relationships with patrons and staff

Evaluation of Job Performance:

- Public service attitude
- Ability to work with a team
- Creativity and attention to detail
- Initiative

Required Special Skills:

- Must have experience working with children
- Must demonstrate a high level of competency with technology including computers, tablets, Microsoft Windows/Office, etc.

Educational Requirement:

- Bachelor's degree or higher preferred but not required

Schedule:

- Current schedule for this position is 20 hours per week

Salary Range: \$ 1 5 . 7 5 per hour

Additional Information:

- Availability during afternoon and evening hours is required.
- Saturday hours, as needed
- Computer, Laptop, iPad, and other misc. library-owned technology provided
- The Gladwin County District Library provides a professional environment in a team setting.