

APPENDIX C

ADULT SERVICES ASSOCIATE: PROGRAM COORDINATOR

6/24/2021

Job Title: Adult Services Associate: Program Coordinator **Description Type:** New Revised

Department: Adult

Pay Grade: 6

FLSA Status: Non-Exempt

Reporting Relationship:

Reports to (Title): Head of Adult Services

List of direct reports (by Title): Applicable Not Applicable

Position Summary:

The Adult Services Associate: Program Coordinator, under the supervision of the Head of Adult Services, plans educational, entertaining and enriching programs for adults based on community needs and desires. Works closely with the Marketing and Communications Department to publicize and plan programs both on- and off-site. Provides customer service to patrons, including computer assistance.

Essential Job Duties and Responsibilities

- Staff adult services desks
- Greet patrons as they enter the department
- Assist patrons in the use of the Library's collection
- Assist patrons in the use of the Library's digital services
- Assist patrons in the use of the Library's equipment
- Enforce library policies and follow procedures
- Update and maintain handouts and displays as needed
- Register patrons for library activities
- Request items from other libraries
- Keep abreast of current trends, news and pop culture.
- Recommend titles to patrons based on their reading/viewing/listening interests
- Creates bibliographies, displays and other collection access tools
- May select materials for addition to the adult collection
- Suggest new ways the Library could serve the adults and teens of Antioch
- Plans, develops and implements a broad range of classes and workshops for adults. Programs may take place virtually, at the library, off-site or a combination of these.
- Manages yearly adult programming budget
- Enters programs in the event calendar accurately and completely
- Submits program proposals to the Head of Adult Services in advance of newsletter deadline
- Writes engaging copy describing programs for the event calendar and the newsletter

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- Assures that all supplies and equipment are secured and rooms are reserved for upcoming events.
- Regularly surveys program participants to assess the quality of library programming as well as solicit ideas for future events
- Attends quarterly area programming meetings and develops networking relationships with local area library programmers
- Works with the Marketing and Communications Department to promote library programs
- Works with facilities staff to assure rooms are set up properly for Adult Programs
- May be asked to be Supervisor in Charge if needed
- Other duties as assigned

Qualifications:

- AA or equivalent from an accredited school
- Some library coursework is desired
- Customer service and event planning experience are desired
- Computer literacy, including familiarity with the library's digital services and mobile devices
- Ability to travel to meetings and classes

Working Conditions/Physical Requirements:

Ability to:

- Work in a typical office environment
- Stand, sit, walk, bend, stoop and climb intermittently
- Talk and hear
- See close, far and have the ability to adjust focus
- Finger, handle and feel equipment and objects
- Reach with hands and arms
- Occasionally lift 25 pounds and push/pull 150 pound carts