MFPL Adult Programming Specialist (2 Positions)

Job Summary

As part of the Programming Department, the Adult Programming Specialists primarily work with each other, and report to the Library Director. The Specialists provide library services to adults, including, but not limited to: planning and executing a broad range of Adult Programming (60%), managing administrative tasks related to programs (20%), collaborating with and supporting the Programming Department and other library staff (10%), assisting with daily library operations (5%), and assisting with marketing materials and initiatives (5%).

Education and Experience

Required:

- Bachelor's Degree
- Minimum 1 year of experience working in Adult Education
- Minimum 1 year of experience in program delivery

Preferred:

- Familiar with G-Suite products for professional communication
- Minimum 1 year of experience in public libraries

Schedule: 38-40 hours per week, including at least one evening per week until 7pm or 8pm, and an alternating Friday/Saturday schedule.

Benefits: This position pays $21 - $25 hourly ($44,000 - $52,000 annually). Employees accrue PTO based on their hours worked and are eligible for matching 6% retirement savings. The Employee's monthly health insurance premium is paid fully by the Library District.

Skills and Abilities

People-Oriented: the ideal candidate has excellent customer service skills, enjoys working with others and serving the public

Self-Starter: the ideal candidate works well independently, taking initiative on new projects and partnerships

Team Player: the ideal candidate is collaborative, flexible, and creative – willing to offer and receive help in response to change

Lifelong Learner: the ideal candidate has a broad scope of knowledge and remains curious about new ideas, initiatives and information

Essential Duties and Responsibilities

1. Coordinate, and oversee *all* adult library programming, either by planning and conducting programs themselves, collaborating with external organizations, and/or contracting with teachers/workshop leaders
    a. Coordinate approximately 100 programs per month in the following areas: Adult Education (including weekly ESL and foreign language classes), Book Clubs (8 per month), Games/Gaming, Gardening, Health and Wellness, and Technology
        i. Manage online scheduling software to advertise programs and track registration/attendance

        ii. Order supplies for, set-up, and clean-up classes, including rearranging furniture in meeting rooms
    b. Develop/create new programs seasonally, either one-time events or ongoing classes
    c. Create/Collaborate on “passive programming” initiatives such as book displays and annual reading challenges
2. Administrative Tasks
    a. Maintain tidiness and organization of Adult Programming working areas, including program supplies and storage areas
    b. Create seasonal (fall, spring, summer) contracts for all paid program leaders
    c. Submit monthly invoices for all paid program leaders
    d. Record volunteer hours for all volunteer program leaders
    e. Create, contribute to, and proofread the Adult Programming Team’s monthly report for the Library Director and Board of Trustees
    f. Monitor supplies inventory
3. Collaborate with the Programming Team (Youth Services, Creative Studios) to coordinate general library programming such as:
    a. Summer Library Program aligned with the CSLP theme
        i. Creating weekly schedule of programs for duration of SLP
        ii. Booking performers and program contractors
        iii. Planning in-house programs such as parties, crafts, book clubs, and discussion groups
        iv. Manage incentive system for reading, including gathering/ordering prizes and donations, and training staff and volunteers on prize distribution/pick-up
        v. Help plan and manage SLP Kick-off, sign-up, and t-shirt distribution
    b. Other Seasonal Programs including
        i. Literary Festival
        ii. PuzzlePalooza
        iii. Polar Express Festival
4. Provide library assistance, either in-person or over the phone, with the following:
    a. Staff the information desk on a regular schedule (~1 shift per week)
    b. Assist patrons and families as needed
    c. Provide technology help as needed
    d. Shelve library materials as needed
5. Attend conferences and workshops to keep abreast of current trends and emerging technologies, issues and research in libraries; participates in professional organizations and meets with other local library program coordinators to share ideas and strengthen skills
6. Fill in for other members of the Programming Team and Library Staff as needed