

**Adult Program Coordinator
Employment Recruitment
January 4, 2023 – February 15, 2023**

Burnham Library, Bridgewater CT

Adult Program Coordinator, PT - The Burnham Library in Bridgewater, CT seeks a creative and tech-savvy individual to join our team. The ideal candidate will plan and implement engaging adult programs, coordinate outreach opportunities, develop marketing assets, and complete library tasks as needed.

A college degree and library background are preferred. This part-time position is 18 hours per week including some evenings and weekends. Schedule will include up to 2 days a week and may consist of substitute or additional hours. Flexibility is a must. Hourly rate is \$18.00 an hour.

For minimum requirements and full position description, please visit www.burnhamlibrary.org. Interested applicants email resume and cover letter to the Library Director, jkallay@burnhamlibrary.org. Deadline for submission is February 15 at 5:00 pm.

Burnham Library

ADULT PROGRAM COORDINATOR

Under the direct supervision of the Library Director, the Adult Program Coordinator schedules, advertises, and implements a calendar of public programs for adults, including hands-on workshops, lectures, collaborative programs, town-wide events, and outreach opportunities.

Responsibilities and duties are varied and may include the circulation of library materials and assisting patrons in using the Library facilities, resources and services as well as other duties deemed appropriate by the Library Director.

The Adult Program Coordinator responds to the needs and desires of the community. Such person must have excellent customer service and interpersonal skills, strong technology skills, and experience with social media.

Programming and Community Outreach

- Organizes schedule of programs for adults that reflect the interests of the community, the goals of the strategic plan, our mission, values and vision statement.
- Facilitates contact with programmers and speakers.
- Co-manages the programming calendar with the Library Director and Youth Services Coordinator.
- Organizes setup and teardown of programs -- including seating, performer needs, technology, and refreshments.
- Hosts and introduces programs and presenters.
- Organizes marketing and advertising by developing promotional materials and assets, creating social media posts and events, and developing strategies to promote programs to potentially interested parties.
- Organizes evaluation process for programming, including compiling evaluations and modifying surveys as needed.
- Coordinates all-age events with Library Director, Youth Services Coordinator, and other interested parties.
- Works with new and existing community partners to create and carry out collaborative programming.
- Collects, records, and reports statistics to meet annual report and grant requirements and for program evaluation purposes.

Information Services

- Navigates Burnham Library's computer-based integrated library system (ILS).
- Staffs the main circulation desk and perform clerical duties.
- Assists patrons in accessing downloadable content from our digital services providers.
- Assists users with library equipment – copiers, printers, fax machines, and etc.
- Interprets and applies circulation policies and procedures.
- Promotes library, programs, services, and events.

Supervision Exercised: Assigns work to staff or volunteers in coordination with the Library Director.

Job Specifications:

- High School diploma or equivalent required; bachelor's degree preferred.
- Knowledge of library principles and practices preferred.
- Excellent organization skills and ability to multi-task.
- Strong technology skills and experience with social media.
- Excellent customer services skills.
- Must be computer proficient with the ability to learn software programs specific to the job.
- Ability to work independently with minimal supervision and in a team.
- Ability to develop and implement library programs.
- Full COVID-19 vaccination required.

Hours:

18 hours per week including some evenings and weekends. Flexibility is a must.