

# Edith B. Ford Memorial Library

## Job Description



**POSITION TITLE:** Programming Specialist

**REPORTS TO:** Library Director

**FLSA STATUS:** Full time, non-exempt (35 hours/week)

**Date:** November 2023

### POSITION SUMMARY:

Provide programming to meet the needs of our community as well as supporting the Library Director and Board of Trustees. This position includes occasional evenings and weekends for the purpose of programming and outreach.

### HOW TO APPLY:

Interested candidates should email a resume and cover letter by Wednesday, November 22, 2023 to Andrea Tillinghast, Director, [director@ovidlibrary.org](mailto:director@ovidlibrary.org), using the subject line Programming Specialist.

### ESSENTIAL FUNCTIONS:

DUTIES AND RESPONSIBILITIES	% of Role
<p><b>Patron Services:</b></p> <ul style="list-style-type: none"> <li>• Provide and/or supervise programming for all ages (baby, preschool, school-age, teen &amp; adult).</li> <li>• Provide monthly programing in-person or virtually in partnership with other staff members.</li> <li>• Provide programming for all ages as guided by the goals in the Strategic Plan.</li> <li>• Provide programing in-person or virtually in partnership with other staff members.</li> <li>• Actively seek grant funding and donations to fund programming. Assist with grant writing and grant reporting.</li> <li>• Organize and/or lead arts &amp; crafts, performing arts programs for all ages.</li> <li>• Actively build partnerships with community groups to promote programs and services, as appropriate. Assist in community engagement.</li> <li>• Supervise and recruit volunteers.</li> <li>• Provide monthly and annual reports related to library programming.</li> <li>• Assist with library fundraising programs and donor stewardship, as needed.</li> <li>• Advocate for the library in the community and in the library.</li> <li>• Assist with achieving the goals as outlined in the library's Strategic Plan.</li> <li>• Marketing of programs &amp; collection directly to patrons, creation of flyers, handouts and displays shared with community organizations, schools, local businesses and interested groups.</li> <li>• Provide program details for use in marketing and PR created by Marketing Associate - social media, e-newsletters, advertisements, etc.</li> <li>• Provide Reader's Advisory to patrons of all ages.</li> </ul>	85%

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<p><b>Collection:</b></p> <ul style="list-style-type: none"> <li>• Process or oversee processing of new items and donated materials on a continual basis.</li> <li>• Create attractive collection displays.</li> <li>• Circulation desk oversight to implement library policies, register new patrons, prepare daily hold requests, circulate materials to patrons. Train all staff, volunteers, and occasional Workforce placements how to use the circulation software. Advise all staff on circulation system updates and changes.</li> <li>• Assist with grant funded and patron led programs by providing collection related recommendations, such as Summer Reading thematic reading; book lists for activity kits; story time materials; book club reading lists; book bundles &amp; read-alike bookmarks.</li> </ul>	15%
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**JOB REQUIREMENTS:**

Education:	Bachelor’s Degree in related field preferred. Associate’s Degree – minimum requirement.  Library experience preferred.
Experience:	Proficiency with Microsoft Office or equivalent Experience with Polaris or library catalog equivalent preferred.
Skills	Ability to maintain confidentiality of sensitive information and records. Ability to work effectively and collaboratively as part of a small team. Friendly, courteous personality. Willingness to engage patrons of all ages and backgrounds. Ability to redirect patrons to adhere to library rules. Familiarity with current technologies. Skilled in written and oral communication forms. Supervisory skills. Socially conscious and able to work with all types of people.
Physical Activity	Occasional lifting boxes of books, storage materials. Occasional snow removal.

**PHYSICAL REQUIREMENTS:**

Ability to lift 50 lbs.

Prolonged periods of sitting at a desk and working on a computer. Sitting – 50%

Periods of standing to lead groups, present information and give reports. Standing – 20%

Ability to reach, squat, and climb – 20%

Walking – 10%

Valid Driver’s License

**COMPENSATION:** This position pays between \$19 - \$23 per hour for 35 hours per week. Vacation, Holidays and Sick time. Monthly reimbursement toward health insurance and toward a Health Reimbursement Account. Optional enrollment in employer matching retirement plan.