

# 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:** April 2024

### **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 Monday, May 20, 2024 to Andrea Tillinghast, Director, [director@ovidlibrary.org](mailto:director@ovidlibrary.org), using the subject line Programming Specialist.

### **ESSENTIAL FUNCTIONS:**

#### **Patron Services:**

- Provide and/or supervise programming for all ages (children, teens & adults), in-person or virtually in partnership with other staff members. Organize and/or lead programs.
- Actively build partnerships with community groups to promote programs and services. Lead community outreach. Advocate for the library in the community and in the library.
- Supervise and recruit volunteers.
- Provide monthly and annual reports related to library programming statistics.
- Marketing of programs & collection directly to patrons. Share with community organizations, schools, local businesses and interested groups.
- Provide program details for use in marketing and PR created by Marketing Associate - social media, e-newsletters, advertisements, etc.
- Provide Reader's Advisory to patrons of all ages.

#### **Collection:**

- Maintain regular shifts at the Circulation desk using library catalog software. Register new patrons, prepare daily hold requests, circulate materials to patrons. Assist with training staff and volunteers on how to use the circulation software.
- Assist with grant-funded and patron led programs by providing collection related recommendations.

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**JOB REQUIREMENTS:**

Education:	High School diploma or equivalent required. Associate’s degree in related field preferred or minimum 1 year of library experience preferred.
Experience:	Experience using Google products required. Experience with MS Word and MS Excel or equivalent (Google Docs, Google Sheets) required. Experience with Polaris or library catalog equivalent preferred.
Skills	Able to maintain confidentiality of sensitive information and records. Work effectively and collaboratively as part of a small team. Friendly, courteous personality. Familiarity with current technologies. Supervisory skills. Socially conscious and able to work with all types of people. Skilled in written and oral communication.
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 available immediately. Monthly reimbursement toward health insurance and toward a Health Reimbursement Account available. Optional enrollment in employer matching retirement plan.