

Program Coordinator

INTRODUCTION

The Fayetteville-Lincoln County Public Library seeks a creative, energetic, tech-savvy, and forward thinking individual for our Program Coordinator position. Our new colleague will present, assist, and direct regularly-scheduled programs for all ages. This individual must enjoy engaging patrons in activities that foster curiosity and a desire to read while providing programs that are educational, entertaining, and enriching to the community as a whole. This person will equally engage patrons of all abilities and backgrounds with a patient, enthusiastic, and genuine manner.

This position is part-time, 20 hours per week, up to \$15 per hour. Applicant must be willing and able to work a variety of shifts including days, evenings, and weekends. Weekly schedule will vary and be dependent on library operating needs and scheduled programs.

Library hours of operation are as follows: MWF 8:30-5:30, T/TH 8:30-7:30, S 8:30-2:30.

DUTIES AND RESPONSIBILITIES

Duties & Responsibilities include, but not limited to:

1. Programming and Services

- Identify community trends and evaluate needs in order to develop a dynamic programming calendar that fulfills the library's mission
- Develop, plan, and present innovative and engaging programs for patrons including regular weekly and monthly offerings as well as special events/programs to promote literacy and creativity
- Manage, plan, promote, create, and present engaging and age-appropriate Summer Reading programming
- Create a welcoming, pleasing, creative, vibrant, and dynamic space for children, parents, teachers, caregivers, adults, and teens in the library setting
- Ensure that all programming is accurately included and reflected on the monthly event calendar.

2. Outreach and Community Relations

- Identify library and literacy outreach opportunities and develop appropriate response
- Remain informed of activities and service for children and families within the community
- Visits and collaborates with all local schools, homeschool programs, Head Start (HS) and Early Head Start (EHS), and other community outreach opportunities on a regular basis
- Play a role in library's community engagement efforts
- Perform community surveys about the state of youth programming using social media, suggestion boxes, and etc

3. Digital and Social

- Assists Director and other staff in maintaining areas within the library
- Creates content for library's social media pertaining to upcoming events and programming

4. Other

- Assist at circulation desk as needed
- Provide basic reference and reader's advisory service to patrons of all ages
- Attend conferences, webinars, and meetings for training purposes when resources are available
- Assist patrons with technology including helping them with computer needs, using the copy machine, printing and faxing needs, assigning library cards, and etc
- Ensure that all materials for programming is prepared well in advance

5. Participate in other library activities and perform other duties as assigned by the director

QUALIFICATIONS:

Knowledge, Skills, Attributes, and Abilities

- Previous working experience with children is essential. Experience with tweens and/or teens is a plus.
- Experience presenting literacy-based and creative learning programs to children and families
- Knowledge of (or the ability to learn) current trends in library service to children and teens.
- Ability to engage patrons of all abilities and backgrounds with a patient, enthusiastic, and genuine demeanor. Ability to work with individuals of diverse populations with respect and equitable service
- Ability to think quickly, handle interruptions, maintain self-control, and adapt to stressful situation with patrons.
- Ability to manage multiple projects at one time, take initiative, and self-impose deadlines
- Excellent written and oral communication skills. Working knowledge of MS Office and adept at internet searching; comfortable with commonly-used social media. (Knowledge of Canva is a plus.)
- Knowledge of, or ability to learn, about current library technologies and electronic resources; library catalog software; other software or apps as they become appropriate
- Interested applicant should be flexible, outgoing, creative, self-motivated, and possess a positive attitude.

JOB REQUIREMENTS

- Valid driver's license and reliable transportation.
- Ability to lift at least 35 pounds and push fully loaded carts of library materials as well as being able to climb ladders and stairs
- Ability to establish and maintain effective working relationships with library patrons, staff members, and other professionals in the community
- Conveys self in professional manner and maintains neat personal appearance
- Ability and comfort in solo-leading large group activities when needed
- Passion for creativity!

EDUCATION AND EXPERIENCE

- High school diploma or equivalent is required
- Experience with children is necessary.

TO APPLY:

To apply, please submit a cover letter and resume with three professional references to Meghan Murr at director@flcpl.org. Interested individuals may also submit a cover letter and resume directly at the circulation desk at the library.