



DE LEON CITY COUNTY LIBRARY – PROGRAMMING COORDINATOR

PART-TIME POSITION | 10 HOURS PER WEEK

Job Description

The Programming Coordinator, under the direction of the Library Director and in collaboration with the Library Assistant, will plan, develop, promote, implement, and evaluate programs for all ages. In addition, this position plans and coordinates outreach efforts to meet program needs in the community. The Programming Coordinator will act as a liaison between the library and other groups concerning programs. This part-time position is limited to 10 hours per week or less.

Essential Duties and Responsibilities

1. Plans, schedules, facilitates, and conducts events, and programs for all ages.
2. Identifies program needs in the community and develops outreach efforts to meet those needs.
3. Promotes all programs and events by developing marketing materials such as calendars, brochures, flyers, newsletters, newspaper columns, displays, bookmarks, and social media posts.
4. Prepares all necessary materials and creates displays for programs and events.
5. Acts as liaison between the library and community groups, local school districts and other organizations concerning programs.
6. Keeps track of program statistics by age group.
7. Performs other duties, as assigned.

Secondary Duties

Under the supervision of the Library Director, the Programming Coordinator may assist in the direction and instruction of volunteers. The Programming Coordinator may be required to perform routine public service duties, including circulation, shelving, patron assistance, and basic facility upkeep, to ensure uninterrupted service to the community. The Programming Coordinator is expected to understand and apply De Leon Library's Policies and Procedures.

General Skills

- Good planning and marketing skills.
- Excellent oral and written communication skills.
- Strong customer service and interpersonal skills.
- Proficiency with computers, current Windows/Microsoft systems, and office equipment.
- Knowledge of and experience with using mobile devices and other emerging technologies.
- Knowledge of and experience with various social media platforms.
- Ability to design engaging displays, brochures, flyers, and other promotional materials.
- Experience working with children and knowledge of the needs and capabilities of different age groups.
- Ability to troubleshoot technical problems related to office and library equipment.
- Ability to learn and use library-specific software and technology.
- Strong attention to detail and organizational skills.
- Proficiency in basic math, including handling transactions, calculating fees, and managing sales-related tasks.
- Ability to maintain confidentiality and exercise appropriate judgment when handling sensitive information.
- Ability to use alphanumeric order.

Working Environment and Physical Demands

- Ability to perform physical activities such as standing, bending, stretching, crouching, and occasionally lifting or carrying items weighing up to 35 pounds. Must also be able to sit for extended periods of time.
- Requires the use of close vision, distance vision, color vision, peripheral vision, depth perception, and the ability to adjust focus.
- Requires a flexible schedule, including occasional evening or weekend hours for programs and community events.
- Ability to work independently or with minimal supervision.
- Ability to diffuse hostile, loud or aggressive public situations.
- Ability to tolerate odorous people and materials including molds, allergens and other possibly offensive objects/scents.
- Maintains an appropriate, professional attire suitable for a public library setting.

Education

- High School Education.

Supervision

The Programming Coordinator reports directly to the Library Director. In the absence of the Library Director, the Programming Coordinator reports to the Library Assistant, City Manager, or City Secretary, in that order.