Position Description
The Adult Programming Coordinator is primarily responsible for planning, marketing, conducting, and facilitating programs for adults at all library locations.

Supervision Received
The Adult Programming Coordinator is under the supervision of the Programming and Outreach Services Supervisor, and supervises the Technology Instructor.

Essential Duties
- Create and implement a regular schedule of adult programs and events for each library location, averaging 30-45 programs per month:
  - Research, make contact and negotiate with potential program presenters and performers.
  - Lead several programs each month, including obtaining and preparing all necessary materials.
  - Maintain a host of ongoing programs while introducing new programs and special events that respond to customer and community demand.
  - Coordinate programs to work into library initiatives, departmental objectives, and community events.
  - Set up and clean up program space, assist presenter(s), and ensure that both the presenter and customers have a pleasant experience.
- Employ various strategies and methods to market programs to a broad audience:
  - Submit marketing materials to media outlets, including creating camera ready ads, writing press releases, and maintaining press contacts
  - Prepare in-house publicity and upload events onto MCPL’s online events calendar.
  - Distribute monthly eNewsletter and maintain customer email database.
  - Manage MCPL’s Facebook page; post photos and information about programs, monitor and respond to customer posts.
- Manage technology instruction program:
  - Hire, train, evaluate, and supervise the Technology Instructor; maintain time and employee records.
  - Collaborate with the Technology Instructor to update current classes and create new materials that respond to both community demand and technological trends.
  - Periodically teach classes on a wide variety of topics, including but not limited to basic computer skills, Microsoft Office software, MCPL’s online resources, and using eReaders.
- Manage the library’s two mobile computer labs, regularly updating machines and troubleshooting basic computer issues.
- Maintain currency of knowledge of new technology to keep library instruction on pace with emerging trends.

- Participate in the regional One Book One Bluegrass program: attend all planning meetings, collaborate with other participating libraries, and coordinate programs in association with One Book at MCPL.
- Prepare displays, bibliographies, bookmarks, or other suitable materials to support program topics, and makes recommendations to the Resources Services Manager about materials to support programs.
- Assess programs by keeping a record of attendance and providing a monthly statistical report to Programming and Outreach Services Librarian.
- Maintain adult programming budget, keeping a record of all expenditures, including contracts, check requests, tax documents, and other receipts.
- Seek grants and other sources of funding for programs.
- Speak to community groups as requested.
- Attend continuing education programs.
- Maintain currency of knowledge of library and programming trends.
- Additional duties as required.

**Required Knowledge, Skills and Abilities**

This person must be able to:

- Independently plan, organize and coordinate work at two different library locations.
- Establish and maintain a positive working relationship with a diverse community of customers and library staff.
- Communicate effectively in both oral and written form with customers and staff and have excellent public speaking abilities.
- Engage community partners, customers and staff in the promotion of library programs.
- Exhibit flexibility and a willingness to work in a dynamic, busy, and changing environment.
- Work a flexible schedule that includes day, night and weekend hours.
- Learn and adapt to new and changing technologies.
- Have a working knowledge of Microsoft Office products, Microsoft Windows, and Internet navigation.
- Teach computer classes to adult learners, using effective classroom training techniques, promoting active learning, adapting instruction to meet the needs of learners, and encouraging individual practice.
- Employ basic math skills, including statistics and budgeting.

**Minimum Experience, Education, and Training**

College degree preferred. Library, programming, supervisory, and teaching experience strongly preferred. Public service experience required.
License/Certification
Successfully pass a background investigation.

Physical Characteristics
- Sufficient powers of speech, hearing or other common capabilities, with or without reasonable accommodations, to enable the employee to communicate effectively.
- Sufficient vision or other powers of observations, with or without reasonable accommodations, to enable the employee to review a wide variety of materials in both electronic and hardcopy format.
- Sufficient manual dexterity, with or without reasonable accommodations, to enable the employee to function in a general office environment.
- Ability to reach above the head and below the knee to retrieve shelved items.
- Ability to push/pull book truck of up to 50 pounds.
- Mobility necessary to assist patrons.
- Ability to travel within the county with occasional overnight travel.
- Ability to lift up to 10 pounds and handle books and materials.
- Ability to pack and unpack boxes.

Other Characteristics
- Ability and willingness to attain Library Experience Certification within 5 years of employment.
- Possess and maintain a good driving record and a valid Kentucky driver’s license.
- Experience working with adults in a group setting.
- Ability and willingness to work nights and weekends.
- Ability and willingness to attend conferences and to stay overnight as needed.

Work Devices
- Cash register
- Computer, bar scanner and other peripherals
- Copy machine
- Fax machine
- Book cart
- AV equipment
- Multi-Line telephone
- Calculator or adding machine
- General office equipment
- Portable electronic devices such as e-Readers, smart phones, etc.

Work Environment
- Inside work environment with occasional outside work
- Climate-controlled
• Barrier-free buildings with a possible need to visit limited access buildings in our communities for programs or for meetings.
• Exposure to dust and mold
• Exposure to noise
• Exposure to ink on printed page
• Exposure to chemicals
• Exposure to disease

This position is a 40-hour per week, full-time position to be divided between the locations in Richmond and Berea. This position by its nature will include evening and weekend work. The changing nature of this job may mean that this description may be amended at any time.