

Job Description

Dr. Samuel L. Bossard Memorial Library
Gallia County District Library

POSITION TITLE: Programming Associate

POSITION TYPE: Non-exempt

REPORTS TO: Youth Services Program Coordinator
Adult Services Program Coordinator
(dependent upon daily schedule)

SUPERVISES: None

SCHEDULE: Flexible scheduling including day, evening, and weekend hours

General Summary

JOB OBJECTIVE:

Working under the direct supervision of the Youth Services Program Coordinator and/or Adult Services Program Coordinator (depending upon daily schedule), the Programming Associate must be a creative, energetic individual who will assist in developing, planning, implementing, presenting, and evaluating library-sponsored programs for all ages.

Essential Functions and Responsibilities

- Assists the Youth Services Program Coordinator and Adult Services Program Coordinator, as needed and as assigned.
- Assists in developing, planning, implementing, presenting, and evaluating library-sponsored programs for all ages.
- Conducts programs for all ages, as requested and assigned.
- Works closely with staff, community members, and outside vendors/performers as they relate to a variety of activities pertaining to program, exhibition, and event planning and execution.
- Ensures attention to detail and appropriateness of response to queries regarding programs, exhibitions, and events.

- Assists with routine clerical activities for the programming departments (i.e., cutouts, artwork, filing, craft preparation, etc.).
- Assists with keeping inventory of programming supplies.
- Advises patrons in locating and selecting library materials.
- Assists in the planning and implementation of annual Summer Reading Program, Adult Winter Reading program, and other special library and community programs.
- Attends seminars, conferences, workshops, classes, and/or lectures to enhance and maintain knowledge of trends and developments in library services.
- Conveys a non-judgmental attitude toward patrons and their requests.
- Upholds patron confidentiality laws.
- Provides outreach programming to community groups, daycares, and schools.
- Assists in the development and preparation of promotional materials and publicity for the programming departments.
- Creates displays and bulletin boards to enhance the library collections and services.
- Accesses and retrieves information for library patrons and staff, as requested.
- Advises and assists library patrons in the use of library services and tools.
- Participates in the acquisition, retention, discarding or special handling of Library materials, as directed.
- Performs shelf-reading and straightening of the library collection.
- Serves on planning committees, as requested.
- Demonstrates strong interpersonal skills while interacting with all ages and demographic types.
- Assists with the recording and updating of the story on the Dial-A-Story line.

- Assists with training of new employees, as necessary.
- Assists with library programs, when requested.
- Maintains work area in a neat and orderly fashion.
- Attends staff meetings, when required.
- Collects, records, and reports appropriate statistics, as directed.
- Reports interpersonal conflicts to Youth Services Program Coordinator and/or Adult Services Program Coordinator (as applicable) for a positive resolution.
- Follows proper chain of command as per Library's organizational chart.
- Supports Library Administration and effectively adheres to library board policy and library procedures.
- Enforces library board policies, as applicable.
- Performs other duties, as assigned.

Knowledge, Skills, and Abilities

- Demonstrated, superior oral and written communication skills; tact; excellent people skills; attention to detail.
- Experience organizing public programming and exhibitions.
- Ability to multi-task; handling multiple projects simultaneously.
- Creativity, flexibility, and dependability.
- Ability to interact with the public and with co-workers in a consistent, friendly and courteous manner.
- Maturity; able to work on own initiative and independently with little supervision.
- Ability to work a flexible schedule (includes weekday, evening, and weekend hours).

- Must demonstrate strong public speaking skills.
- Must model good work habits for others (i.e., limits personal phone calls while on duty, is punctual for work).
- Must possess a general knowledge of information technology and be committed to continual individual development.
- Must be able to operate office equipment, including information management tools (Windows applications, Microsoft Office, library automation software, reservation software).
- Must be willing to travel, if requested.

Physical and Mental Requirements

- Requires sitting, standing, stooping, bending, and lifting/moving books at a minimum of 15 pounds.
- May require substantial periods of standing.
- Requires the ability to communicate effectively in English, both orally and in writing.
- Requires ability to operate basic business machinery.
- Requires the ability to type on computer keyboard which requires eye-hand coordination and finger dexterity.

Work Environment

- Work subject to regular interruptions; noise from children's activities; odors associated working with the public, drafts, fumes; and wide temperature variations.
- Indoor work environment (mainly); outdoor work environment during outreach and special programs.

Education, Experience, and Training

MINIMUM JOB QUALIFICATIONS

Education

High school diploma or equivalent required. Requires combination of higher education, experience, certification, and training that provides the knowledge, skills, and abilities necessary to perform the work associated with this position.

Experience/Training

Must have experience working with children/youth ages birth through teens; strong public speaking and interpersonal communication skills are essential; some library-related experience is highly desirable.

Must possess a valid driver's license and have access to a vehicle.

Must pass a criminal background check.

Approved 03/14/2023