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|------------|----------------------------------------|--------|---------------------|
| Position   | <i>Library Programming Coordinator</i> | Type   | <i>Grant Funded</i> |
| Department | <i>Library</i>                         | Class  | <i>Non-Exempt</i>   |
| Supervisor | <i>Library Services Director</i>       | Salary | <i>Grade 12</i>     |

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## Summary

This grant funded position is a 2-year, benefited position working 21 hours per week. This position develops and coordinates diverse programs and events that engage the community and promote literacy, learning, and lifelong curiosity.

## Distinguishing Career Features

The Library Programming Coordinator collaborates directly with the Library Services Director to plan, organize, implement, promote, and evaluate programs and activities for patrons of all ages. The position also provides administrative and customer service support to ensure smooth library operations.

## Essential Duties and Responsibilities

- Open and close the library as scheduled.
- Assist patrons with library use, including issuing library cards, locating physical and digital materials, and performing basic tasks on computers, printers, scanners, and other devices.
- Process circulation activities, including checking materials in and out and shelving returned items accurately.
- Collaborate with the Library Services Director to develop, plan, and organize programs, events, and activities for all age groups.
- Manage program logistics, including setup, materials preparation, and on-site event support.



- Recruit, train, and coordinate volunteers to assist with library programs and events.
- Promote programs and services through social media and other communication channels by creating engaging content, scheduling posts, and interacting with the online community.
- Participate in ongoing staff training and assist with training others in library operations.
- Help maintain a welcoming and positive library atmosphere consistent with library policies and procedures.
- Support library beautification efforts by organizing and decorating spaces, creating displays, bulletin boards, posters, and signs, and maintaining an orderly environment.
- Assist with maintaining the facility's cleanliness by performing basic janitorial tasks as needed.
- Perform other duties as assigned to support overall library operations.

## **Qualifications**

### **Knowledge and Skills**

- Proficiency in event planning and project management.
- Strong organizational, communication, and interpersonal skills.
- Creativity and innovation in program development.
- Familiarity with social media platforms and digital marketing.
- Team building and volunteer coordination skills.
- Analytical thinking and problem-solving abilities.
- Understanding community needs and interests.
- Basic knowledge of library operations and a passion for community engagement.

### **Abilities**

- Manage multiple tasks and deadlines efficiently.
- Engage effectively with diverse audiences.



- Recruit, train, and supervise volunteers.
- Evaluate programs and make data-informed improvements.
- Adapt to changing program needs and requirements.
- Work collaboratively as part of a team and convey a positive image of the City and Borough of Wrangell.
- Inspire others and foster a culture of lifelong learning.

### **Physical Abilities**

Work is primarily performed indoors in an office or library environment. The position involves both sedentary and active tasks, including standing, sitting, reaching, and lifting or moving materials up to 40 pounds. Requires sufficient hearing and vision for communication and reading, as well as manual dexterity for operating computers and office equipment. A flexible schedule is required; evening and weekend work may be necessary.

### **Education and Experience**

High school diploma or equivalent required.

Minimum of two (2) years of clerical experience preferred.

Experience with technology, computers, and customer service strongly preferred.

### **Licenses and Certificates**

A valid driver's license may be required.

### **Working Conditions**

Work is performed in an indoor environment with minimal exposure to health or safety hazards.

*This job description and classification outline the general nature of the work performed, representative duties, and the typical qualifications required for acceptable performance. It is not intended to be a complete list of all responsibilities, duties, work steps, and skills required of the job.*

