

Warren County Public Library

**Adult Program Lead**

Job Description

**Job Status:** Full time, hourly

**Reports To:** Executive Program Manager & Community Outreach Manager

**Work Schedule:** Both flexible + structured hours

**Location:** Lisa Rice Library (1225 State St); travel to other branches and community locations as needed for events and programs.

**Starting Compensation:** \$17/hour with full benefits (PTO; Retirement & Deferred Compensation; Health, Dental, Vision & Life Insurance)

**JOB DESCRIPTION:** Full time position available for a charismatic, outgoing, creative, and thoughtful person who is passionate about event coordination, community building, equitable access, and adult and multigenerational programming. This individual cares about the values of WCPL and the story we are building through our events and partnerships. This individual is responsible for organizing and overseeing library programs for adults and young adults. Candidates for this position exhibit exemplary public service and project management skills, and are able to advocate for patrons of all ages including those with diverse backgrounds and abilities. The Adult Program Lead is expected to work at least one or more evenings per week and one weekend per month and must be willing to be flexible with their schedule as needed to accommodate system needs.

**Location:** All Warren County Public Library locations - with a workstation based out of the Lisa Rice Library (1225 State St., Bowling Green, KY).

**TASKS**

- Support and provide leadership to all adult services programs that take place within the library system.
- Recruit and book special guests/visitors/speakers to provide fun and educational opportunities for adult patrons, including seniors and young adults.
- Coordinate and facilitate at least two makers markets a year with 70+ vendors.
- Schedule and provide adult programming to patrons at all library locations.
- Help facilitate and lead and/or support author and speaker visits booked by the Executive Director & the Executive Program Manager.
- Assist with the organization and representation of all Adult Services Programming to the marketing team.
- Support the Exec Program Manager & the Community Outreach Manager with large scale event planning and execution.
- Support the Programming & Outreach team with their programs and events as needed.
- Support & strengthen existing programs for adults such as the "Community Read-Along" series & Memory Cafes at all locations.

- Assist in developing and maintaining strategic relationships with community partners and stakeholders.
- Assist in the planning and coordination of Summer Reading, Winter Reading, and other system-wide program initiatives at all library locations.
- Participate in regular planning and visioning meetings with leadership within the Programming Division.
- Provide substitute coverage for storytimes and events across the system when needed.
- Cover the circulation desk when necessary.
- Assist patrons in locating books and other materials. Recommend & suggest library materials to children and adults.
- Other duties as assigned.

#### **KNOWLEDGE/SKILLS:**

- Strong project development and project management skills.
- Strong organizational & communication skills and proven ability to problem solve independently.
- Strong emotional and interpersonal intelligence.
- Ability to be socially confident and energetic in large groups of people.
- Knowledge of continued education trends and opportunities for adults.
- Knowledge of best practices in community assessment and engagement.
- Cultural competence skills.
- Ability to serve community members of all backgrounds and demographics with empathy and dignity.
- Strong computer skills and familiarity with Google Suite & Microsoft Office.

#### **SUPERVISION & ACCOUNTABILITY**

- This position is part of the Programming Division.
- This position is supervised by the Executive Program Manager & Community Outreach Manager, but will report to all managers on duty.
- While this is a non-supervisory position, this position is expected to provide support and encouragement to programmers in their projects, efforts, and goals.

#### **SUGGESTED DEGREE OR EQUIVALENT EXPERIENCE**

##### **(One or more of the following):**

- Experience organizing events, festivals, or parties.
- Experiencing organizing and/or providing community services.
- Recreation or summer camp experience.
- Experience working in a library setting in a programming capacity.
- Experience working in a classroom setting.
- Bachelor's Degree in applicable/related field.

#### **ABILITIES:**

- Able to communicate effectively with others, orally and in writing, including through email.

- Able to identify and translate community members' needs and interests into effective library services and programs.
- Able to establish and maintain effective working relationships with co-workers, supervisors, patrons, community organizations, stakeholders, and volunteers, and to serve the public courteously.
- Able to recognize and set priorities, and to use initiative and independent judgment in a variety of situations.
- Able to learn and stay current with emerging technology, including digital media.
- Must be able to lift and carry bags of books or boxes weighing up to 40 pounds.
- Must be able to assist with meeting room and programming set up including, but not limited to: Setting up tables, chairs, etc.
- Must be adept at speaking to large groups.
- Must be able to drive a car and hold a valid driver's license.
- Must be available to work evenings and weekends.