

Warren County Public Library

Job Description

Position Title: Program Lead

Primary Locations: Lisa Rice Library – *other locations/branches as needed*

Reports To: Youth Services Manager

FLSA Status: Non-Exempt

Employment Type: Full-Time

Starting Compensation: \$17/hour with full benefits

Position Summary

The Program Lead is a full-time position ideal for a flexible and community-driven individual who is excited about building adaptable support systems for programmers meeting the diverse needs of patrons in our community. The ideal candidate will use systems thinking for managing diverse projects, initiatives, and community partnerships. They are passionate about providing supportive leadership, facilitating others' visions for their programs, and working with a diverse group of programmers throughout the entire library system.

This role requires strong emotional intelligence, growth mindset, and the ability to serve every demographic of patrons with grace.

The Program Lead is expected to work at least one evening per week and one weekend per month, with flexibility required to meet system-wide scheduling needs. Scheduling will be done alongside the managers and expectations will be known well in advance.

Essential Duties and Responsibilities

- Serve as a liaison between the programming team and the Youth Services Manager.
- Work with the Youth Services Manager to provide leadership to programmers through training, recurring face-to-face & email check-ins, substitute storytime coverage, feedback on programs, program preparation support, and on-site program support.
- Support planning and implementation of major recurring initiatives such as the Summer and Winter Reading Programs, Scholastic Art & Writing, Vendor Markets, Read Across America, Community Outreach, Author Visits, large partnered events, and other large, high-profile library events.

- Plan and lead large events ranging from 100-800 people such as the: Small Business Saturday Market, THRIVE Camp Community Days, Santa Visits, etc.
- Work with other Leads and Managers throughout the library system to problem solve and meet programmer and patron needs.
- Represent Warren County Public Library at both library and outreach events and offer real time pivots to ensure success of events.
- Help maintain + develop strategic partnerships with community organizations and filter through community partner programming requests.
- Support Leadership administration through division meetings, stat logging, team reports, supplies tracking, and communications to programmers.
- Maintain cleanliness and organization of storage spaces for programming.
- Assist with circulation desk duties and help patrons locate and select materials.
- Perform other duties as assigned.

Supervision & Accountability

- Part of the Programming Division.
- Reports to the Youth Services Manager and other managers on duty.
- Though not a supervisory role, expected to provide mentorship and support to fellow programmers.

Qualifications

Education and Experience (*one or more of the following*):

- Experience planning events, festivals, or public programs.
- Experience in community service or outreach roles.
- Recreation or summer camp leadership experience.
- Library or youth services background.
- Classroom or educational setting experience.
- Bachelor's degree in a relevant field.

Knowledge, Skills, and Abilities:

- Excellent project management and organizational skills.
- Strong communication and independent problem-solving abilities.
- High emotional and interpersonal intelligence.

- Ability to prioritize and manage time-sensitive tasks.
- Confidence and energy in large public/group settings.
- Understanding of early literacy, developmental, and educational needs of children.
- Familiarity with community assessment and engagement best practices.
- Cultural competence and empathy in serving patrons from diverse backgrounds.
- Proficiency with Google Workspace and Microsoft Office Suite.
- Ability to manage both long-term initiatives and daily responsibilities effectively.
- Communicate clearly and professionally in person, in writing, and by email.
- Translate community needs into meaningful library programs and services.
- Build and maintain strong relationships with staff, patrons, and partners.
- Exercise sound judgment and initiative.
- Stay current with emerging technologies and digital media tools.
- Lift and carry items up to 40 pounds.
- Speak confidently to large groups.
- Hold a valid driver's license and be able to travel as needed.
- Work evenings and weekends as required.

Benefits

- Health, Dental, and Vision Insurance
- Life Insurance
- Retirement plan (pension and deferred compensation)
- Paid Holidays
- Paid Time Off
- Extended Illness Bank
- 4-Weeks Paid Family Leave
- Childcare Assistance
- Fitness Membership Discount
- Educational Assistance

The above statements are intended to describe the general nature and level of work being performed by people assigned this classification. They are not to be construed as an exhaustive list of all job duties performed by personnel so classified.