

**BASALT REGIONAL LIBRARY
JOB DESCRIPTION**

Job Title	Adult Programming Coordinator	Salary/Wage	\$25 per hour
Reports To	Community Engagement Manager	Status	Full Time, Hourly, Non-Exempt
Department	Community Engagement	Hours	40 hours per week; may require nights and weekends

General Description

The Adult Programming Coordinator plans, implements, and evaluates all events, programs, and community-led workshops for adults in our community. The Adult Programming Coordinator provides in-house support for these activities including room scheduling and registration, set-up and take-down, posterage, and staffing.

The Adult Programming Coordinator organizes rotating art displays throughout the library on a regular basis; recruits and supervises volunteers; and works with the Town of Basalt Public Works and Planning offices as needed. The Adult Programming Coordinator works with the Community Education Manager to strengthen partnerships and collaborations. This position staffs the public service desk as needed.

All Library staff are expected to provide quality customer service with both internal and external customers and to establish and maintain effective working relationships in a team environment.

Essential Duties and Responsibilities

- Develops, plans, implements, and evaluates a broad spectrum of adult events and programs to meet the diverse needs of our community members.
- Manages library volunteer program including developing, training, evaluating, and planning appreciation events for library volunteers
- Obtains county and/or town permits for special and outdoor events
- Ensures permitting and governmental applications are complete and fulfilled
- Creates and implements fundraising events as needed
- Provides reference and readers advisory services to patrons of all ages
- Enforces Library rules and regulations
- Works to maintain a fun, safe, and positive environment which encourages intellectual curiosity and a love of reading
- Works at the public service desk, checks in items, shelves books, and performs other circulation tasks as assigned
- Performs other duties as assigned

Knowledge, Skills, and Abilities

- Strong leadership and interpersonal skills
- Knowledge of project management
- Excellent critical analysis skills
- Ability to collaborate with community partners
- Ability to develop new community partners
- Ability to communicate clearly and concisely in writing
- Ability to advocate for Library within the community
- Ability to create, implement, analyze, and review budget
- Ability to synthesize and organize information with attention to detail
- Ability to creatively solve problems by creating and implementing contingency plans
- Must possess excellent customer service skills and be a self-starter
- Ability to learn library operating systems, office equipment, and other technologies
- Ability to provide efficient and courteous patron service to a diverse patron population
- Ability to handle patron complaints and to resolve difficult situations
- Ability to learn and become proficient in the skills, functions, and technologies required to perform job duties

Education and Experience

- A Bachelor's degree is required
- Minimum 2 years' adult program development experience is required
- Bilingual fluency in Spanish and English is preferred
- An equivalent combination of education and experience may be considered on the basis of one year of experience for each year of education

Physical and Environmental Working Conditions

- Must possess mobility to work in a standard office setting and use standard office equipment, including a computer; vision to read printed materials and a computer screen; and hearing and speech to communicate in person and over the telephone
- Ability to work in a sedentary office environment
- Standing in work areas and walking between work areas may be required
- Finger dexterity is needed to access, enter, and retrieve data using a computer keyboard or calculator and to operate standard office equipment
- Must occasionally bend, stoop, kneel, reach, push, and pull drawers open and closed to retrieve and file information
- Ability to push a book cart to move and shelve books

- Ability to lift, carry, push, and pull materials and objects up to 30 pounds or heavier weights, in all cases with the use of proper equipment and/or assistance from other staff
- Occasional work outdoors and in diverse environments
- Reasonable accommodations will be made for otherwise qualified individuals with a disability

Employee Signature	Date

The Basalt Regional Library District is an equal opportunity employer. All qualified applicants will receive consideration for employment without regard to race, color, religion, sex, national origin, disability status, protected veteran status or any other characteristic protected by law.