JOB TITLE - **Programming Specialist**

GENERAL STATEMENT OF RESPONSIBILITIES -

- The Programming Specialist is responsible for assisting in the developing, coordinating and evaluating of library programs across all age groups and interests. This role collaborates with staff and community partners to ensure mission-aligned programs that inform, inspire and engage everyone. Library programming includes children, teen, adult and family

MINIMUM QUALIFICATIONS

- High School Diploma
- Two years previous experience preferred

SUPERVISION -

- This position reports to the Head of Programming. Functional supervision over staff involved in programs.

FLSA STATUS -

- This is a part time, FLSA non-exempt position

WORK SCHEDULE -

- The schedule varies between day, nights and weekends, depending on programming needs. One Saturday a month is required.

CONTINUING EDUCATION -

- Attendance at in-house training is mandatory, there are additional opportunities available

NECESSARY KNOWLEDGE SKILLS AND ABILITIES -

- To work and communicate effectively and courteously with the public and library staff using clear and concise written, verbal and nonverbal communication skills
- Complete tasks in a timely manner and work independently under general supervision while following written and verbal instructions
- Must be able to stand for long periods, bend, lift and carry up to 50lbs, with or without reasonable accommodations.

ESSENTIAL DUTIES AND RESPONSIBILITIES -

- Assist in compilation and promotion of engaging programs for all ages
- Networking to foster partnerships with local organizations, schools, businesses and artists to enhance program offerings
- Maintain program records, attendance data and outcome for reporting purposes
- Ensure accessibility, diversity and inclusivity in all programming efforts
- Promote programs in collaboration with Marketing Specialist
- Assist with all logistical aspects of programs including space set up, technology needs and facilitation
- Work at least one shift per month at the circulation desk

ADDITIONAL INFORMATION, DUTIES AND RESPONSIBILITIES -

- Represent the library at public events and outreach activities to speak on behalf of programming initiatives
- Lead tours for groups to promote the library and upcoming programs
- Other duties as assigned

JH 10/1/26