



Middletown Public Library

20 North Catherine Street, Middletown, PA 17057

Phone: (717) 944-6412 - Fax: (717) 930-0510

Middletownpubliclib.org

Adult Programming Coordinator

The Middletown Public Library is seeking a Adult Programming Coordinator to work 15-20 hours a week that will require flexibility to work days, evenings, and weekends. The primary responsibility of this position is the coordination and implementation of the library's programs and services to Adults in the Library community.

The library primarily serves approximately 9,500 residents of Middletown Borough in Dauphin County, but has connections with other local communities. The Library has a programming space that

The successful candidate will be knowledgeable about adult literacy and programming for adults and Seniors including Basic, Civic and Social, Health, Financial, and Information Literacies. Working both independently and with a team, this position will assist in leading the library in creating outstanding Adult Programs for our community.

Essential Responsibilities:

1. Programming and Services

- Maintain ongoing programming while introducing new programs and events that respond to patron and community needs and demand.
- Work with the programming team on the annual summer reading program focusing on needs for Adults which includes: preparing tracking materials, preparing and disseminating promotional materials, and planning and implementing associated events.
- Assisting with creating displays in the library spaces
- Provide reader's advisory for adults
- Create flyers, posters, and brochures for programs and otherwise assist in publicizing programs
- Assist in maintaining the library website and social media pages.

2. Collection Development

- Assist with Adult Collections including maintenance, displays, weeding, and suggestions for additions in accordance with the library Collection development policy.
- Stay current with Adult literature through reading and keeping up with current trends in library materials for adults.

3. Outreach & Community Relations

- Work with Community Groups and Organizations, Local Historical Societies, and other stakeholders to keep them informed of programs and services available for Adults and to work cooperatively on projects of mutual interest or benefit.
- Cultivate and maintain partnerships with local colleges and adult related organizations to promote reading and digital literacy.
- Play a role in the library's community engagement efforts
- Identify library and literacy outreach opportunities and develop appropriate responses.
- Stays informed of activities within the community.

4. Professional Development

- Actively pursue self-development in library services and programming.
- Stay current with emerging technologies and trends in libraries.
- Attend workshops, webinars, conferences, and read professional literature to stay informed on issues related to Adult Library services and creative learning activities.
- Keeping informed on trends in library services and professional organizations.

5. Cover circulation desk and perform Circulation Aide duties as scheduled/needed

6. Other Duties as assigned.

Knowledge, Skills, & Abilities:

- Provide a high level of customer service, mediate patron concerns, and address issues or needs in the library.
- Able to work well with patrons of all ages.
- Have a strong knowledge of literature for adults.
- Work independently and as part of a team.
- Possess effective verbal and written communication.
- Have strong organizational skills, including the ability to work accurately with attention to detail, and be punctual and dependable.
- Possess strong technology and computer skills. Duties include basic computer and technology assistance utilizing the following:
 - Microsoft Office Programs
 - Website maintenance
 - Canva
 - Telephone, copiers, printer, scanner, and fax.
- Keep work area neat and tidy

Qualifications:

- Prior experience working in a library
- Prior experience planning programming.
- Bachelor's Degree in library science or education preferred. Prior experience will be considered in lieu of a degree.
- PA Criminal Record Check, PA Child Abuse History Clearance and FBI fingerprint Criminal Record Check is required as a condition of employment.
- Complete Mandated Reporter Training (can be completed as part of initial training)
- Have reliable transportation to and from library.

Work Environment/ Physical Demands

- Majority of work is performed in a general office/library environment
- Generally, the employee must be able to lift materials up to 30 pounds from ground to waist level and be able to push/pull carts weighing up to 120 pounds
- Ability to work with and engage with patrons in a myriad of locations and situations.

Organizational Relationship

This position reports directly to the Library Director. This position cooperates with other staff members and participates in work groups to meet the needs of the library, patrons, and community.

Hours and Compensation

This is a part-time position of 15-20 hours a week at \$14 an hour and does not offer medical benefits or retirement packages.

To apply please send resume, cover letter, and references to Heidi Ditzler, Library Director at Director@middletownpubliclib.org with the subject line Adult Programming Coordinator Application.