

BELL MEMORIAL PUBLIC LIBRARY

JOB DESCRIPTION -- Young Adult Coordinator/Adult Programming Coordinator

Adopted February 2016

SUPERVISOR

Library Director

PRIMARY RESPONSIBILITIES – YOUNG ADULTS:

- Oversee collection development and maintenance of materials relative to young adults.
- Creates an environment that attracts and invites young adults to use the Library.
- Provide programming opportunities for young adults that are relevant to their scope of interest.
- Plan and implement a summer reading program of particular interest to young adults as well as a newsletter covering library and other activities locally available

PRIMARY RESPONSIBILITIES – ADULT PROGRAMMING AND MARKETING

- Plan and implement programs and activities of interest to adult patrons
- Gather and create the monthly newsletter in both print and electronic format.
- Create and maintain Library website.
- Create press releases for area newspapers and other news outlets and forward to the staff member responsible for social media postings
- Coordinate and maintain library displays of general public interest

COMBINED AND GENERAL TASKS

- Deliver Library materials to local senior living facilities
- Maintenance of tax forms
- Develops, coordinates, evaluates and publicizes a variety of ongoing programming and one-time or special events.
- Research, make contact and negotiate with potential program presenters/performers.
- Employ various strategies and methods to market programs to a broad audience.

BASIC REQUIREMENTS:

- High School Diploma or equivalent.
- Attain and maintain relevant Indiana Library Certification.
- Moderate computer skills.