



JOB DESCRIPTION

Title: Adult Program Coordinator		Reports to: Library Manager
No. of Direct Reports:	Direct Report Titles:	Revision Date: 3/30/2022

POSITION SUMMARY:

The Adult Program Coordinator oversees all programs for adults and seniors. This position is responsible for assessing, developing, planning and facilitating programming designed for all ages at the library. The Adult Program Coordinator works closely with the Youth Program Coordinator and provides supervision and support to the Summer Program Coordinator.

SPECIFIC ACCOUNTABILITIES: The most important end results or outcomes (not duties) of the position and how they are achieved. Each end result shows what the position is accountable for, within what framework and the added value of the accountability.

Programming

- Develops and delivers library programs to serve the needs of adults and seniors while furthering the strategic goals of Carstairs Public Library.
- Creates, plans, and executes library programs that appeal to adults and seniors
- Provides information services to adults and seniors through outreach visits and in-library tours.
- Obtains feedback in order to review and improve programs.
- Compiles library programming statistics for reporting purposes.
- Develop program registration forms, program evaluation forms, and other methods of obtaining constructive feedback
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Community Outreach

- Develops programming partnerships with community organizations to promote Adult Programming and build collaborative programming opportunities.
- Provides off site programming at senior's centers and community outreach opportunities.

Marketing

- Creating marketing materials for programs including posters, brochures, bookmarks, and invitations
- Distributing marketing materials to a broad audience using sandwich signs, bulletin boards, direct emails, and promotion on various community social media pages
- Responsible for maintaining the learning opportunities of the library in public advertising places such as the library social media pages, Town of Carstairs website, local newspaper and other locations as required

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- Develop creative displays in the library to promote the programs

Technology

- Assist patrons with questions relating to set up for access to eResources and general computer questions
- Leads one on one and group technology tutorials
- Comfortable offering programs using a wide variety of technology
- Committed to ongoing learning and development on emerging technologies.
- Serves as the lead of Maker and gaming technology for the library

Customer Service Desk

- Has basic knowledge of the library’s services, programs, online resources, catalogue, and website. Can fill provide coverage for Library Clerk duties.
- Provides reference and reader’s advisory services,
- Refers questions to other staff as needed

Program Budget

- Ensures that all expenditures fit within the current budget
- Provides receipts for reimbursement in a timely fashion
- Discusses new programs and funding requirements with the Library Manager
- Assist Library Manager with grant applications

Other duties as assigned

- Participates in Library-wide initiatives and committees.
- Creates content for the Library’s website and social media as needed.
- Library Opening and Closing procedures.
- Attends all staff meetings as requested

KNOWLEDGE/EXPERIENCE:

Education: Grade XII or equivalent education or experience

Preferred: Post-Secondary Education Diploma

Experience: Program design, development experience in a community group or educational setting.

License(s)/Certificate(s)/Professional Membership(s): None

Knowledge, Skills, Abilities, and Competencies

- Demonstrated ability to meet and handle deadlines effectively.
- Demonstrated ability to work independently and prioritize tasks effectively.
- Demonstrated use of good judgment and problem-solving skills.
- Demonstrated effective team membership skills, including problem solving, conflict resolution and fostering a positive work environment.
 - Effective communication skills, including verbal, written and presentation skills.
- Demonstrated Adult Education and technology knowledge and competencies.

