

Do **YOU** enjoy planning & coordinating programs?

Are **YOU** fulfilled by visiting and interacting with senior citizens?

Are **YOU** artistic and like creating displays?

We have the perfect opportunity for **YOU**!

Adult Services & Outreach Coordinator, Mooresville Public Library, Mooresville, Indiana

The *Adult Services & Outreach Coordinator* plans, implements, and manages library services for adults and coordinates outreach programs at the Mooresville Public Library.

Duties:

- Outreach to and working with other town agencies and organizations to offer adult programs for the Mooresville/Brown Township community;
- Plans, develops, promotes, and provides library services for the community;
- Coordinates with the marketing team to produce library promotion of the adult programming through print, social media, and the library website;
- Performs other related duties as requested by the Director.

Knowledge, Ability, and Skill:

Must have an aptitude for working with people; Excellent communication, both verbal and written; ability to organize; A team player, able to make contributions to overall library operations; Able to work independently as well as with others and under supervision to follow through with decisions in support of all library initiatives and programs; Must be highly self-motivated, creative, energetic, and flexible with the ability to prioritize tasks.

Expected to have a professional appearance; have regular and punctual attendance; and possess a cheerful demeanor.

Physical Requirements:

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job.

Lifting and/or moving up to 40 pounds. You must have your own transportation and the ability to travel to participating outreach locations. While performing the duties of this job, the employee is frequently required to sit, stand, walk short to moderate distances, steps, talk, listen, hear, and use hands to finger, handle, feel or operate objects, tools, or controls; and reach with hands and arms. The employee is occasionally required to balance, stoop, kneel, or crouch.

Qualifications:

- High School Diploma or GED required;
- A desire to plan and implement programs;
- Enjoy working with adults;
- Preferred experienced programming and able to create programs of value and need;
- Must be proficient in the use of computers, especially with regards to web and online resources;

Hours: part-time: 10-15 hours/week flexibility required/ some evening and weekends hours.

Hourly rate: \$9.00 hour plus mileage reimbursement

Apply: A completed MPL online application are required to be considered for an interview. No phone calls.

For the full job description and online applications, please visit our web-site at:

www.mooresvillelib.org under *JOB APPLICATION* <https://mooresvillelib.org/apply-for-a-job-at-mpl/>

Posted: 1/15/2020

EMPLOYEE DUTIES AND RESPONSIBILITIES / POSITION DESCRIPTIONS

TITLE: ADULT/ OUTREACH PROGRAM COORDINATOR

IMMEDIATE SUPERVISOR: Executive DIRECTOR
POSITIONS SUPERVISED: NOT APPLICABLE
POSITION DESCRIPTION: The Adult/Outreach Program Coordinator is responsible for planning, coordinating, and implementing adult programs, as well coordinating our outreach to participating community entities.

PROFESSIONAL ASSISTANT

Appointment: Recommendation and employment by Director

Compensation: Compensation based on qualifications and experience
Hourly/Part Time

Qualifications: Experience in coordinating programming and assisting with adult services
Excellent written and oral communication skills
Must be willing to work evenings and weekends
Prefer ALA/MLS accredited or Certification LC6
Librarian Certificate 6 (LC6) - High School diploma or GED and would prefer library experience

Required Competencies: Able to exercise initiative and good judgment
Able to communicate effectively with staff, patrons and the community
Able to interpret patron needs and translate them into appropriate library services or information
thorough knowledge of and demonstrated competence in library automation and computer competency
Some evenings and weekends
General knowledge of the Dewey Decimal System
Computer competency; including keyboarding skills
Ability to lift up to 30 pounds
Ability to sit or stand for prolonged periods (1 hour or more)
Maintain confidentiality of library matters, patron, staff, and board
Willingness to submit to a criminal history background check by the Indiana State Police

Equipment and Software:

The employee must be familiar with, or be able to learn the following equipment and software in order to perform job functions:

Automated library system and online catalog	Internet/e-mail
Computer Terminal	Taglinking
Fax machine	Microform reader-printer and scanner
Photocopier	Telephone system
Typewriter	Laminator
Label maker	Video projector
Online database retrieval	Microsoft Office Suite and Outlook
Evanced Solutions Calendar	Evanced Solutions Room Reservations
Evanced Solutions Summer Reading Program	Administrative Web Design Functions

It is understood that the equipment and software necessary to perform specific tasks will be included in the on-the-job training provided by the library staff or workshops.

EMPLOYEE DUTIES AND RESPONSIBILITIES / POSITION DESCRIPTIONS

TITLE: ADULT/OUTREACH PROGRAM COORDINATOR

RESPONSIBILITIES—Including but not limited to the following:

Responsibilities to the Board

- Prepare reports and collection of data and submits them to the Executive Director
- Maintain confidentiality of Board matters
- Works closely with the Director to carry out services as requested by the Board

Administrative Responsibilities:

- Prepare reports as deemed; ex: Typical Library Week, program statistics, etc.

Fiscal Responsibilities:

- Responsible for an annual budget for programs pertaining to adults and outreach programs
- Responsible for soliciting and communicating with the Friends of the Library for additional budgets for adult programming

Facility Responsibilities:

- Bring to the attention of the Director the physical condition of the facilities, grounds and equipment when they are not properly maintained, updated, or are unsafe for use
- Ensure that the library atmosphere is pleasant and the facilities and services meet patron needs and are easily accessible

Customer / Patron Service:

- Greet and acknowledge patrons
- Answer telephone (in three rings or less)
- Are approachable and assists patrons in a pleasant and professional manner
- Resolve complaints/concerns from the public and address issues in a timely manner with the Director
- Understand and enforce the library policies
- Cooperate with all staff in performing any professional or non-professional duties essential to providing quality customer service and the achievement of library objectives, goals and mission

Collection Development:

- Assist Technical Services Coordinator or Director in obtaining materials needed for outreach programming

Programming:

- Coordinate the adult programs and events for the library
- Coordinate outreach programming and monthly visits to participating entities
- Serves as the liaison for Friends of the Library monthly meetings
- Add programs onto the Library Market Calendar

Marketing / Community Relations:

- Create and promote a professional atmosphere both in and out of the library
- Represent the library through participation in professional library and community organizations
- Attend professional development classes and/or in-services

EMPLOYEE DUTIES AND RESPONSIBILITIES / POSITION DESCRIPTIONS

RESPONSIBILITIES CONTINUED:

- Complete tasks assigned by the Director
- Possess a general knowledge of the community and interpret and assess community needs, developing new programs and services for all segments of the community
- Promotes programs and services through flyers, public speaking, and community events, etc.
- Create, develop, and produce flyers and marketing materials for programs
- Contact media to advertise programs
- Contribute program information to our social media coordinator, to post on the library's social network and blogs

Professional Development:

- Attend monthly staff meetings
- Keep abreast of current trends
- Keep certification current as requested by the Director

Perform other duties assigned/prescribed by the Director

This job description is not to be construed as an exhaustive statement of duties, responsibilities, or requirements. The employee may be required to perform any other job-related instructions as requested by the supervisor subject to reasonable accommodations.

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential duties. All job requirements listed are representative of the knowledge, skill, and/or ability deemed necessary to perform the job proficiently.

**Mooresville Public Library is an Equal Opportunity Employer.
As ascribed by the State of Indiana, Mooresville Public Library is an At-Will Employer.**