

## Library Adult Programmer

**Reports to:** Library Manager or Assistant Library Manager

**General Summary:** The Library Adult Programmer's primary duties are planning and executing library programs focusing on adults and teens. This position delivers programs and services already in place, develops new programs and services, recruits and supervises program volunteers, and seeks mutually beneficial partnerships in our service area. The Library Adult Programmer also assists in the public awareness of the library by creating marketing materials for promotion. This position is also responsible for patron services at the circulation desk. The Library Adult Programmer attends all staff meetings.

### **Essential Functions and Responsibilities:**

#### Programs and Services

- Creates and delivers Library programs for adults and teens with a focus on reading and literacy that are needed and beneficial to our community.
- Participates in outreach visits as needed.
- Communicates trends and issues to Library Manager, other Library staff, and community partners. Together, develop strategies for future programming.
- Reports statistics and submits program evaluations.
- Recruits and supervises volunteers or instructors as required for programming.

#### Public Relations and Marketing

- Assists in the public awareness of Wainwright Public Library's vision, mission, goals, programs, and initiatives within the community.
- Creates marketing materials to promote the library to the community including posters, newsletters, media interviews, social media, news releases, and newspaper ads.
- Assists in the maintenance of the library's online presence including the library's website and social media.
- Creates displays in the library.
- Seeks mutually beneficial partnerships in our service area.

#### Circulation Desk

- Checks library material in/out following library procedures.
- Registers patrons for library cards, issues and renews cards.
- Accepts and records monies received including fees, fines and donations.
- Records all necessary library statistics.
- Packs up items for shipping in accordance with TRAC guidelines.
- Unpacks library materials and processes for holds following library procedure.
- Answers phone.
- Answers reference and reader's advisory questions and provides library orientation and instruction for library patrons.
- Assists patrons on public computers, with photocopier or scanner.
- Sorts and shelves library materials in correct alphanumerical order.

## General

- Maintains library in a neat and orderly fashion.
- Enforces library rules.
- Monitors library security, safety and health conditions.
- Follows FOIP guidelines in reference to personal information.
- Performs other duties as required.

## **Knowledge, Skills and Abilities:**

- Ability to plan, manage, and implement new projects and promotions from concept to completion, within budget and deadline.
- Ability to write clearly and interestingly for a variety of audiences.
- Knowledge and understanding of modern public library and its services provided.
- Ability to arrange exhibits and displays.
- Ability to operate basic office equipment including photocopier and fax.
- Ability to interact with people of varying personalities and ages in a variety of situations.
- Ability to be punctual.
- Ability to pay attention to detail and accuracy.
- Ability to handle multiple activities and interruptions at once and to work positively and effectively within a team model.
- Ability to prioritize work.

## **Physical and Mental Responsibilities:**

- Requires frequent sitting, standing, bending, reaching and lifting/moving of library materials.
- Requires mental alertness, focus, and attention to details.
- Requires exposure to dust.

## **Education, Experience and Training:**

- A background in community programming is an asset.
- Ability to work well with coworkers, patrons and general public.
- Ability to work a flexible schedule including occasional evenings and weekends.
- Experience with word processing, desktop publishing, database and graphics software such as Canva or Microsoft Publisher.
- Previous library experience preferred.
- Strong interest in reading is required.
- People skills and self-motivation are required.
- Excellent verbal and non-verbal communication is required.
- Computer and typing skills are required.
- Valid Emergency First Aid Certificate is an asset.
- A valid Driver's Licence and vehicle is required.
- Criminal Record Check is required.