



122 Wallace Ave. Downingtown, PA 19335 * 610-269-2741 * www.downingtownlibrary.org

Teen & Adult Program Coordinator/PT

The Downingtown Library is seeking a creative, community-oriented, and dynamic person to join our staff in the role of Teen & Adult Program Coordinator. The Library serves a diverse population of over 43,000 residents in the townships of Caln, East Brandywine, East Caln, Uwchlan and West Bradford, as well as the Borough of Downingtown. We are a member of the Chester County Library System, a federated library system with 16 members and 18 facilities throughout Chester County. The mission of the Downingtown Library is to ensure that every resident of the greater Downingtown area has access to exceptional opportunities to read, learn, create, connect and contribute to a better quality of life.

The Teen & Adult Program Coordinator will be responsible for coordinating, planning, and executing programming that is educational, entertaining, and enriching for our young adult and adult patrons. This position builds community connections and expands life-long learning opportunities, while also supporting other library services for children, teens, and adults.

Responsibilities:

- Plan and present or facilitate a regular schedule of varied young adult, adult, and intergenerational programs, both in-person and online.
- Provide outreach services including monthly Book Talks and Book Groups at local senior centers and other community organizations. Build community partnerships.
- Assist Children's Librarian with planning and presenting programs to children 0-12 years of age.
- Work with Marketing Director to strategize PR & marketing, including print, digital, and social media.
- Participate in teen and adult collection development, identifying reading trends in these areas.
- Work with area high school students in fulfillment of graduation requirements and other service opportunities.
- Create engaging physical/digital displays and Reader's Advisory tools to promote library resources.
- Provide circulation services to library patrons.
- Assist patrons with digital and print resources.
- Remain informed about contemporary issues, trends, and technology in the library profession by attending professional meetings and workshops, and seeking out current literature and resources.

NOTE: Additional duties may be assigned by the Library Director as needed.

Requirements: Knowledge, Skills, & Abilities:

- Bachelor's degree required.
- Masters in Library Science preferred; demonstrated experience or transferable skills are also welcome.
- Excellent opportunity for a graduate student in Library Science or related field.
- Public library experience preferred.
- Program planning, presentation, or training experience
- Digital literacy skills (Knowledge of, or ability to attain current technological/software proficiency including internet, email, Microsoft Office skills, online event-keeping software, Canva, and technology/software related to virtual programming, like Zoom, and other relevant technologies and equipment.)
- Proven commitment to excellence in customer service for all ages and genuine enjoyment of working with the public.
- Experience in library collection development and/or knowledge of young adult and adult books and materials.
- Ability to understand and interpret library policies, procedures, and rules.
- Excellent and adaptive communication skills.
- Flexible team-player, with strong interpersonal skills.
- Ability to work effectively independently, within a team, and with business contacts, the general public, and other community partners.
- Demonstrated knowledge of current trends and developments in the library profession and in adult and young adult library services, and interest in consistent professional development and learning.
- Knowledge of or willingness to learn PR best practices for print and digital media.
- Serve as a representative of the library at professional and community meetings.

Physical abilities:

Handle, lift, or move library materials weighing up to 25 lbs.; stand/move at a computer terminal for up to 4 hours; wheel book trucks weighing up to 125 lbs.; and stand, sit, walk, stoop or reach within a confined area.

All library positions require the following criminal background and child abuse clearances, obtained at the prospective employee's expense, renewed every 5 years:

- Report of criminal history from the Pennsylvania State Police (PSP)
- Child Abuse History Clearance from the Department of Human Services (Child Abuse)
- Fingerprint based federal criminal history submitted through the Pennsylvania State Police or its authorized agent (FBI).

Position Type: Part-Time / Non-Exempt (20-25 hours/week)

Salary and Shift Information: \$16.48 per hour, shifts vary, including nights and weekends

Job Application Submission: Applications are being accepted until 5:00 pm on Friday, May 13th, 2022. **Interested candidates should email resume and cover letter in PDF format to lsmyth@ccls.org** (Use "Teen & Adult Program Coordinator Application" in the subject line). No phone calls, please. Questions may be sent to the same email address.

The Downtown Library is an Equal Opportunity Employer.