

BASALT REGIONAL LIBRARY – JOB DESCRIPTION

JOB TITLE: Adult Programming Coordinator

SALARY/WAGE: \$29.00 per hour

REPORTS TO: Community Engagement Manager

STATUS: Full Time, Hourly, Non-Exempt

DEPARTMENT: Community Engagement

HOURS: 40 hours per week; may require nights and weekends

GENERAL JOB DESCRIPTION

The Adult Programming Coordinator is responsible for developing, coordinating, planning, implementing, and evaluating a wide range of events, programs, and community-led workshops for adults. This role is responsible for these activities related to adult programming: room scheduling; program registration, setup, takedown, promotion, and staffing the program. This position works collaboratively with other library staff to coordinate the development of library programs.

In addition to managing programs, the coordinator recruits, screens applications, and supervises volunteers. This person is the main point of contact for library volunteers. This position works closely with local artists on the installation and oversight of art loaned to the library. This position collaborates with the Community Education Manager to enhance partnerships and strengthen community engagement. The coordinator also provides support at the public service desk as needed.

The Adult Programming Coordinator helps shape library policies, oversees budgets in assigned areas, and collaborates with other departments, community members, and external agencies.

All library staff are expected to deliver exceptional customer service to both internal and external patrons and contribute to a positive, collaborative team environment.

ESSENTIAL DUTIES AND RESPONSIBILITIES

Adult Program Development & Coordination

- Leads the planning, coordination, implementation, and evaluation of assigned adult programs and events, maintaining primary responsibility for related logistics, scheduling, and execution.
- Manages the library volunteer program, including recruitment, training, developing, and evaluation, of volunteer support needs across programming areas.
- Plans and coordinates annual volunteer appreciation and recognition events to support volunteer engagement and retention.
- Coordinates scheduling, setup, maintenance, and take-down of art displays in the lobby art case and main library spaces.

- Represents the library at community events, outreach activities, and local gatherings to promote library services, programs, and community engagement opportunities.
- Delivers presentations and provides information to community groups, public meetings, and outreach events regarding library programs, services, and resources.
- Coordinates with the Executive Director and relevant agencies to obtain permits, approvals, and logistical support for special events, outreach activities, and outdoor programming as needed

General Program Assistance and Participation

- Collaborates with programming team on development, planning, coordination, implementation, and evaluation of programs, outreach events, and community engagement activities for all ages and audiences
- Collaborates with programming team and library staff to align shared programming efforts, scheduling needs, and operational logistics.
- Collaborates with programming team and staff in a professional, respectful, and peer-based manner.
- Contributes ideas, feedback, and subject matter expertise during planning meetings and coordination efforts.
- Recognizes and respects assigned program ownership and areas of responsibility
- Defers to the designated program owner for direction of work and final decision-making, unless otherwise directed by management.
- Communicates with colleagues in a manner that avoids directive or supervisory language outside of assigned authority.
- Identifies and escalates conflicts related to scheduling, resources, or program execution to management when alignment cannot be reached through collaboration.

Performer & Event Logistics

- Negotiates and prepares contracts with adult program performers for the Executive Director's signature
- Plans and prepares food and beverages for programs
- Leads coordination of event setup and teardown for assigned programs, including space preparation, seating, staging, equipment, and related event logistics.
- Supports shared event setup, teardown, and operational needs across other programming areas as needed. Greets program attendees, introduces program presenters, and ensures a welcoming and organized program experience.

Promotion and Community Outreach

- Actively and creatively promotes programs for adults in collaboration with, and under the guidance of the Marketing department
- Creates and distributes promotional emails
- Develops and maintains partnerships with community organizations

Budget, Grants, & Collection Development

- Manages adult program budget and adult summer reading budget, making annual budget requests for same
- Assists in writing grant requests for funding for adult programs
- Recommends resources for adult library collection in all formats

General Library Support

- Provides reference and readers advisory services to patrons of all ages
- Recommends changes to policies and procedures for improved library services
- Enforces Library rules and regulations
- Works to maintain a fun, safe, and positive environment which encourages intellectual curiosity and a love of reading
- Works at the public service desk, checks in items, shelves books, and performs other circulation tasks as assigned
- Participates in opening and closing procedures and shares responsibility for ensuring all required tasks are completed, regardless of individual assignment, to support facility readiness and patron safety
- Performs other duties as assigned

KNOWLEDGE, SKILLS, AND ABILITIES

- Excellent written and verbal communication skills
- Strong leadership and interpersonal skills
- Excellent critical analysis skills
- Knowledge of project management
- Ability to plan, implement, and evaluate programs and events
- Ability to plan events, consider possible emergencies, and respond with planned contingencies
- Ability to present and speak in public
- Ability to advocate for Library within the community
- Ability to collaborate with community partners
- Ability to develop new community partners
- Ability to communicate clearly and concisely in writing
- Ability to create detailed plans in advance
- Ability to create, implement, analyze, and review budget
- Ability to creatively solve problems by creating and implementing contingency plans
- Ability to provide comfortable and relaxed performance environment for all performers and attendees
- Ability to drive personal vehicle to and from events outside the library or otherwise secure transportation
- Ability to synthesize and organize information with attention to detail
- Must possess excellent customer service skills and be a self-starter
- Ability to learn library operating systems, office equipment, and other technologies

- Ability to provide efficient and courteous patron service to a diverse patron population
- Ability to handle patron complaints and to resolve difficult situations
- Ability to learn and become proficient in the skills, functions, and technologies required to perform job duties

EDUCATION AND EXPERIENCE

- A Bachelor's degree is required
- Minimum 2 years' adult program development experience is required
- Bilingual fluency in Spanish and English is preferred
- An equivalent combination of education and experience may be considered on the basis of one year of experience for each year of education

PHYSICAL AND ENVIRONMENTAL WORKING CONDITIONS

- Must possess mobility to work in a standard office setting and use standard office equipment, including a computer; vision to read printed materials and a computer screen; and hearing and speech to communicate in person and over the telephone
- Ability to work in a sedentary office environment
- Standing in work areas and walking between work areas may be required
- Finger dexterity is needed to access, enter, and retrieve data using a computer keyboard or calculator and to operate standard office equipment
- Must occasionally bend, stoop, kneel, reach, push, and pull drawers open and closed to retrieve and file information
- Ability to push a book cart to move and shelve books
- Ability to lift, carry, push, and pull materials and objects up to 30 pounds or heavier weights, in all cases with the use of proper equipment and/or assistance from other staff
- Occasional work outdoors and in diverse environments
- Reasonable accommodations will be made for otherwise qualified individuals with a disability

X

Employee Signature

X

Date