



Kennett Library

Program Coordinator

Overview:

Kennett Library is a regional public library open to all and serving the Townships of Kennett, East Marlborough, Pennsbury, Pocopson, Newlin, New Garden, West Marlborough, and the Borough of Kennett Square. We provide a place for the youngest to the oldest and everyone in between and serve people of all incomes, ages, and needs - for free.

Kennett Library is on a mission to ignite imagination, enrich lives, and create community with a vision to be the catalyst for a community of lifelong learning and discovery. We connect people with reading, information, and technology to expand curiosity, explore interests, and discover passions. We provide a friendly, helpful, stimulating environment that is built on free access to library resources and the exchange of information.

We are a place to meet, a place to learn, to teach, to share, to connect, a place to build, to expand horizons. By the close of 2022, we will have offered about 1,000 free programs for children, teens, and adults in person and virtually. Programs like ESL classes, art workshops, family storytime, nature camp, book groups, webinars, author talks, and beyond.

Essential Duties, Tasks and Accountabilities:

Programming:

- Coordination of Adult, Young Adult, and Children's Programs
- Liaison between marketing and programs staff
- Plan and coordinate programs and outreach events in coordination with the Programs Committee
- Compiles program attendance statistics
- Identify opportunities to collaborate with other library departments, branch libraries, local businesses, educational and cultural institutions, and community groups/organizations to deliver services that meet the needs of community members.
- Make connections with the goal of engaging participants from across the diverse community, ranging in age from pre-k to adult learners, in order to drive year-round attendance and participation, promote service offerings and engage the community in library services and activities.
- Monitor and evaluate outreach activities to ensure alignment with community needs through impact/outcome assessments and output measurement.
- Develop and maintain relationships within the community.
- A strong commitment to working in a team environment.
- Strong written and verbal communication, listening, organization, and priority-setting skills. Strong research and development skills.
- Ability to create clear and concise reports and to deliver them orally to a wide variety of audiences



Circulation:

- Supports the Circulation desk during evenings and weekends
- Provides a high level of customer service to customers by responding to requests for information or assistance with all aspects of circulation
- Performs other duties as assigned

Qualifications:

- Experience planning events & programs
- Commitment to public service
- Excellent communication and organization skills
- High school diploma or GED required, Bachelors preferred
- Equivalent technical training, education, and/or experience
- Not required, but the ability to speak Spanish is a plus.

Knowledge, skills, and abilities:

- Understands and performs basic functions and tasks of common software programs and email applications
- Uses and helps others use basic computer hardware
- Knowledge of office procedures, clerical work, skills in typing and filing
- Ability to learn library systems quickly and thoroughly
- Ability to understand the organization of the library collection
- Ability to deal with customers and co-workers in a pleasant and courteous manner
- Strong skills in written and spoken business communications
- Working knowledge in the operation of computers and office machines and standard office software products
- Lift up to 25 lbs.; retrieve and replace items from floor level to at least 5 1/2 feet in height

Physical Demands:

While performing the duties of this position, the employee is frequently required to sit; and work office machinery. The employee will need to stand, walk, climb stairs, push or carry items weighing approximately 25 pounds. On rare occasions, the employee will need to reach above shoulders, bend at the waist or work while bent at the waist, kneel, stoop, crouch or squat, and lift items.



Work Environment:

- The noise level in the work environment is usually quiet to moderate.
- Work will be performed in a variable environment. Staff member must be able to work unsupervised.

Hours:

Evenings and Weekends Tuesday - Friday 12-8p, Saturday 9-4.

Salary:

- Commensurate with experience with a range of \$36-40,000.
- Competitive benefits package including medical, dental, and vision.
- Library contributes 6% of salary to retirement account.

Applications:

Applications accepted immediately and interviews will begin late January. Please email cmanna@ccls.org with a resume and cover letter.

The Kennett Library is an Equal Opportunity Employer.

All employees and qualified applicants will receive consideration for employment without regard to race, color, religious belief, sex, age, national origin, disability, sexual orientation, veteran status, genetic information or any other category protected by the law.

The Kennett Library will make all reasonable accommodations in the application and employment processes.

Begin your journey here!

