

**Pleasant Hills Public Library**  
**3/2018**

**Job Title: Adult Program Coordinator**  
**Reports To: Library Director**  
**Standard Hours: 25 hours per week, Part-Time**

**Programming duties include:**

- \*Develop, initiate, implement original programs and events for adults
- \*Develop, initiate, implement programs and events with youth services staff for families and teens
- \*Maintain/facilitate existing programs
- \*Network/cooperate with community agencies
- \*Publicize programs and activities, both in-house and through traditional and social media outlets
- \*Coordinate library volunteers for programs
- \*Coordinate homebound delivery program with other library staff
- \*Attending meetings and trainings, locally and regionally, as needed
- \*Assisting library patrons, as needed
- \*Track program spending and program statistics
- \*Assisting with library fundraising
- \*Perform outreach and advocacy in the community
- \*Other duties, as assigned when needed

**Experience/Requirements:**

- \*Knowledge of non-profit work expected; library work preferred
- \*Have working knowledge of Microsoft Office products
- \*Team player who is self-motivated and creative
- \*Able to communicate effectively with the public and the staff

**Other Requirements:**

- \*Federal Criminal background Check, PA Criminal Record Check and PA Child Abuse History Clearance
- \*Work weeknights and weekends, as required by program schedules
- \*Physical requirements include program room set-up/clean up when needed