

Position Posting

District Program, PR & Technology Instruction Coordinator

Position Title: District Program, PR & Technology Instruction Coordinator

Hours & Compensation: Full time hourly at 40 hours per week with benefits. Some nights and weekends required. Salary starting range: \$60,000-70,000 depending on qualifications and experience. Benefits include Health Insurance including vision and dental, 401A with match with 457 option, long term disability, paid life insurance, and mobile phone use reimbursement.

Qualifications: MLIS degree required. Three years prior public library experience working in Youth Services.

Nature of Work: The Van Buren District Library is seeking a dynamic, outgoing, experienced youth librarian ready to inspire excellence as our new District Program, PR & Technology Instruction Coordinator. This position works from the District Administrative Headquarters, Webster Memorial Library, in Decatur, MI. Decatur is situated between Kalamazoo and the lakeshore region of southwest Michigan. Decatur is a rural area with many farms, parks, and places to camp. Van Buren District Library serves 44,230 residents from its seven branch locations. Webster Memorial Library is both a functioning branch serving the Decatur community, and the administrative headquarters of the Library District, serving as the hub of the District's centralized functions such as administration, interlibrary loan, technical services, local history, and interbranch delivery services.

The District Program, PR & Technology Instruction Coordinator is a position of responsibility, requiring a person willing to perform a wide variety of duties. The District Program, PR & Technology Instruction Coordinator must have an understanding of youth services and be effective in developing good public relationships. The District Program, PR & Technology Instruction Coordinator serves on a full-time basis, which includes some evening and Saturday hours. These hours should reflect the best interests of the Library District. The District Program, PR & Technology Instruction Coordinator is responsible to the Executive Director or other personnel as assigned. It should be recognized that many, if not all staff members serve in multiple, often unrelated roles. This is standard practice at VBDL.

Responsibilities:

- Coordinating the Library District's youth programming efforts, including oversight & execution of classes & events across VBDL's seven branch locations.
- Training staff in youth services programming fundamentals & best practices.
- Developing an extensive set of off-the-shelf youth program resources for all VBDL locations.
- Coordinating the Library District's adult programming efforts, including oversight & execution of classes & events.
- Form, implement, and steward partnerships and collaborative efforts with outside organizations in furtherance of the Library District's goal to serve the community.
- Coordinates overall public relations efforts for the Library District including the District's social media efforts, contacting media outlets, and authoring press releases.
- Instructing library staff and patrons in the use of technology platforms such as basic PC usage, Microsoft Office, Google Workspace, social media, the library's ILS, Libby, and hoopla among others.
- Other duties as assigned by the Executive Director.

Knowledge, Skills, and Abilities:

- MLIS or its equivalent from an accredited library school.
- Minimum of 3 three years of public library experience working in youth services.
- The ability to train staff in youth services programming fundamentals & best practices.
- Intermediate skill with standard library tasks and technology including ILS systems, PC technology, standard software packages such as Microsoft Office, online platforms such as Google Workspace, Libby, and hoopla.
- Familiarity with current and emerging social media platforms.
- The ability to self-acquire new abilities in the use of technology platforms and transmit those skills to others.
- Ability to work some evening and weekend hours
- Ability to establish and maintain effective relationships with associates, supervisors, local officials, and the public.
- Ability to read fine print with or without corrective lenses, to lift up to 30 pounds, bend, twist, crouch, kneel and refile library materials up to 90 inches in height.

The duties and responsibilities for this position, including essential job functions and responsibilities, supplement Van Buren District Library Personnel Policies and work rules applicable to all employees and may change or increase by practice or policy, as deemed necessary by the library. The library reserves the right to assign work outside of an employee's regular job assignment. The library also reserves the right to change an employee's regular job assignment, work location, or job description at any time.

To Apply: Please submit a resume, three professional references, and relevant cover letter to Dan Hutchins, Executive Director, by email to dhutchins@vbdl.org. Applications will be accepted until the position is filled.

Van Buren District Library

Job Description

District Program, PR & Technology Instruction Coordinator

Nature of Work:

District Program, PR & Technology Instruction Coordinator is a professional position within the Van Buren District Library system. This position is expected to coordinate the Library District's programming efforts, especially those intended for the District's younger patrons, ensuring quality and consistency across the District's seven locations. This position is also responsible for the District's public relations efforts, overseeing its social media presence, online newsletters, and overall media presence. This position further serves as a resource to instruct library staff and patrons in the use of current and emerging technology such as basic PC usage, standard software packages such as Microsoft Office, and online platforms such as the library's ILS, Google Workspace, Libby, and hoopla. It is expected, after an orientation period, that the District Program, PR & Technology Instruction Coordinator will spend about half of their time managing the Library District's programming efforts and the other half focused on the Library District's PR and technology instruction responsibilities.

This is a position of responsibility which requires close contact with the staff and public. This position may include some direct supervisory responsibilities. The District Program, PR & Technology Instruction Coordinator serves on a full-time basis which includes some evening and Saturday hours. The District Program, PR & Technology Instruction Coordinator reports to the Executive Director or other personnel as assigned.

All staff members may be assigned to any VBDL branch at any time. Additionally, it should be recognized that many, if not all staff members serve in multiple, often unrelated roles. This is standard practice at VBDL.

Responsibilities:

1. Coordinate the Library District's programming efforts including oversight & execution of classes & events across VBDL's seven branch locations.
2. Facilitate or participate in a wide array of Library District staff committees including the Programming Committee, the PR Committee, and the Spanish Committee, to name a few.
3. Train staff in youth services programming fundamentals and best practices.
4. Develop an extensive set of off-the-shelf youth program resources for all VBDL locations.
5. Forms, implements, and stewards partnerships and collaborative efforts with outside organizations in furtherance of the Library District's goal to serve the community.
6. Coordinates overall public relations efforts for the Library District including the Library District's social media presence, contacting media outlets, and authoring press releases
7. Assist with reference, reader advisory, and circulation at the library's service desk including the use of electronic resources such as Libby and hoopla.
8. Creates and administers technology education for all seven locations of the library system.
9. Other tasks as assigned.

Qualifications:

1. MLS or equivalent education from an ALA accredited institution.
2. Experience working as a youth services librarian planning and conducting events and classes for children and their caregivers.
3. Intermediate skill with standard library tasks and technology including ILS systems, PC technology, standard software packages such as Microsoft Office, online platforms such as Google Workspace, Libby, and hoopla.
4. Intermediate skill with current and emerging social media platforms, including the creation of social media content.
5. Experience instructing others in the use of personal computing technology, software packages, and Internet utilities such as social media platforms.
6. Experience planning, arranging, and leading technology-oriented classes & events geared toward library staff and patrons.
7. Ability to instruct the public in the use of standard library technology such as Libby and hoopla on mobile platforms such as Android and iPhone, tablets, and ereaders.
8. Experience creating technology instructions which combine text and graphics for staff and patrons.
9. Ability to understand and follow instructions from the Executive Director, to interpret written policies and procedures, and to explain them to staff and patrons as needed.
10. Ability to establish and maintain effective relationships with the Executive Director, local officials, colleagues, and the public.
11. Willingness to work some evening and weekend hours.
12. Ability to read fine print with or without corrective lenses, to lift up to 30 pounds, bend, twist, crouch, kneel and refile library material up to 90 inches in height.

Hours and Compensation:

Level: XX

40 hours per week

Benefits include single coverage health, dental, vision, long-term disability, & life insurance; paid time off including: two weeks' vacation per year, 12 sick days per year, three personal days per year, and 11 paid holidays per year; and a mobile phone stipend.