**Adult Programming Librarian**

**White Lake Township Library**

**Position Description**:

The Adult Programming Librarian is primarily responsible for planning, marketing, conducting, and facilitating programs for adults. Provide readers advisory and reference services for adults and occasionally to teens and youth.

**Pay rate:**

-MLIS degree - $18.25 - $21.00 an hour based on experience and education

**Hours:**

20-24 hours per week including at least one evening a week and every other Saturday, with the possibility of additional substitute hours

**Benefits:**

Pro-rated vacation, sick and personal business leave, life insurance

**Minimum Qualifications:**

-ALA-accredited MLIS degree or significant progress in MLIS program

-Library and programming experience preferred

-Enthusiasm and commitment to public service excellence

-Ability to work effectively with customers and other library employees

-Strong interpersonal, communication and technology skills

**Responsibilities:**

-Plan for upcoming programs, with specific dates and details

-Research, coordinate and negotiate with potential program presenters and performers

-Maintain ongoing programs while introducing new events in response to customer interests

-Provide readers advisory and research service for adults and occasionally for teens and youth

-Employ a variety of print and online strategies and methods to market programs to a broad audience

-Maintain the adult programming budget and seek grants and other sources of funding for programs

-Set up and clean-up program space with the assistance of other staff members as needed

-Grow collaborative relationships with community groups, arts organizations other local groups

-Maintain currency of knowledge of library and programming trends

-Additional duties as assigned

**Required Knowledge, Skills and Abilities**:

-Communicate effectively in both oral and written form, and have good public speaking skills

-Engage community partners, customers, and staff in the promotion of library programs

-Exhibit flexibility and a willingness to work in a dynamic and changing environment

-Computer proficiency

-Lift, carry and push items up to 50 pounds