

# **Rushford Free Library**

9012 Main Street  
Rushford, New York 14777  
585-437-2533

## **JOB POSTING**

### **Library Program Coordinator (Part-Time)**

Overview: Assist with planning and coordination of programs and related activities sponsored by the library. Monitor implementation of program policies and practices. Work to keep programs on schedule, functioning smoothly and within stated budgets. Support program growth and development in cooperation with library staff, trustees, and community volunteers.

### **Duties and Responsibilities**

1. Supervises programming activities in consultation with the Library Director and Program Committee.
2. Plans, coordinates, and oversees implementation of library programming, including special events, author visits, system-wide events, and receptions. Ensures that programs adhere to library policy and respond to community needs.
3. Works to promote effective communication with community groups, organizations and individuals.
4. Partners with library staff to manage the overall event calendar and scheduling of program events and coordinates publicity with the Promotion Committee.
5. Proofreads and edits programming documents to ensure the overall accuracy, style, and consistency of promotion materials, press releases, and other public communication of library programs and events.

### **Desired Competencies:**

Leadership—ability to:

- work proactively to articulate and implement appealing, creative, and useful programs;
- work well with a variety of constituencies (e.g. patrons and visitors, local and state officials, library staff and trustees) with enthusiasm, competence, and tact; work flexibly and adapt to unexpected or challenging circumstances.

Communication Skills—ability to:

- use word-processing and editing skills to create clear, well-organized, and appealing written and electronic documents
- make effective oral presentations—both formal and informal—to the general public, and local and state officials.
- function well in group discussions: listens effectively and articulates views clearly and tactfully.

Organizational Skills—ability to:

- manage project details, schedules, and workflow;
- attain thorough knowledge of RFL policies and procedures;
- maintain accurate records and files, make routine reports with appropriate data,

## **Proficiencies**

- Computer literacy: internet research, common office application software
- Familiarity with a variety of office equipment (fax, printers, photocopiers)

## **Acceptable Experience and Training**

An Associate degree or equivalent from a community college, four-year college or university of recognized standing

OR

Equivalent combination of experience and training that provides the required skills, knowledge, and competencies.

## **Hours**

Part-time: Normally, from 15 hours per month to no more than 30 hours per month, with an option for the RFL Board to approve additional hours for peak programming seasons. Work schedule is directly tied to programming, so hours are flexible, with expectation of evening and weekend work.

## **Salary**

To be determined by the Board of Trustees and commensurate with educational background and experience

## **Applications**

A letter of interest, a resume and contact information for three references should be emailed no later than **Monday, February 12, 2024** to Martha Sabato, President of the Board of Trustees for the Rushford Free Library, at [martha.sabato2gmail.com](mailto:martha.sabato2gmail.com).