



TREDYFFRIN PUBLIC LIBRARY

A TREDYFFRIN TOWNSHIP LIBRARY

Position: Adult Programming Coordinator Tredyffrin Public Library

Salary Information: \$10-\$13 per hour

Hours: 20 weekday and weekend hours.

Deadline: Applications will be accepted until the position is filled. Submit cover letter and resume electronically to Christopher Kibler, Library Director at ckibler@ccls.org

The Tredyffrin Public Library is seeking a part-time Adult Programming Coordinator. We are looking for someone that is flexible, friendly, and enthusiastic about planning, administering, and evaluating programs for adults. This includes: identifying and developing programs of interest; overseeing program scheduling; coordinating program offerings in conjunction with related community interests and events; serving as liaison to individuals and organizations in the community; and tracking and evaluating program offerings. Working hours will vary depending on programming needs, scheduling, and associated promotional activities and will require evening and weekend hours. This position reports to the Library Director

Requirements:

- Bachelor's Degree
- Experience with developing programs aimed at an adult audience
- Current child abuse clearance, current state background clearance, current federal background clearance (must be obtained prior to start).

Physical requirements of this position are the ability to: operate computer equipment and keyboards with ease; handle and move 25 lb. tables; sit, walk, and/or stand for extended periods of time; stoop, and reach in a confined area; wheel books or equipment weighing up to 125 lbs.; operate a variety of computer and standard office machines.

EOE employer. Position open until filled.

Tredyffrin Public Library 582 Upper Gulph Road, Strafford, PA 19087 610-688-7092
tredyffrinlibraries.org