

Herrick District Library
Groundworks Coordinator
Starting Wage: \$24.60 per hour/Full Time with Benefits

Herrick District Library has an opening for a Groundworks Coordinator. This is a full-time supervisory position which reports to the Assistant Director.

General Summary: Groundworks is a digital media/creative space which currently consists of several laptops with the Adobe Suite software, equipment for recording stories, converting files to digital formats, and video/photography equipment. The space is to provide access to digital workshops, digital creation technology and expert assistance in the lifelong education of patrons. The Groundworks Coordinator facilitates learning through offering a variety of educational workshops, real time collaboration, open lab hours and collection of community stories. The Groundworks Coordinator will be a collaborator and demonstrate a high understanding of technology, be familiar with multiple technology platforms, and possess willingness to inspire imagination and innovative learning. This position requires an entrepreneurial spirit.

Essential Duties:

- Oversee Groundworks space, scheduling, and programming.
- Research, recommend and deliver services, equipment, hardware, and software; helps develop a budget.
- Develop and document training procedures for equipment; provide input on policies and procedures related to Groundworks and associated equipment/technology.
- Assist patrons of all ages and abilities in using tools, equipment, and software; offer patrons one-on-one instruction and find appropriate training resources.
- Work interdepartmentally, envisioning collaborative projects both inside Groundworks and in our community.
- Develop and facilitate programming that fits organizational strategic plan, ensure programs add value to the community, and contract with experts for program delivery.
- Collect and curate community stories.
- Represent HDL in the community through presentations and community events.
- Train and supervise Groundworks staff/volunteers.
- Other job-related duties and projects as assigned.

Qualifications:

Bachelor's Degree from accredited university required with at least two years of work experience in a related field; preference for master's degree.

Excellent communication skills: Ability to listen to and engage the community to draw out interests.

Experience in using and working with digital equipment and developing programs.

Ability to establish and maintain effective working relationships.

Enthusiasm and willingness to learn and create learning opportunities.

Interested applicants should send application and resume no later than 4:00 pm on Monday, February 15th to: jobs@herrickdl.org or Library Director 300 S. River Ave. Holland, MI 49423