

## **Adult Reference Librarian and Programming Coordinator**

### **Position Description:**

The Adult Reference Librarian and Programming Coordinator is primarily responsible for planning, marketing, conducting, and facilitating programs and providing reference and readers advisory services for adults.

**Salary Range:** MLIS degree, \$18.25 - \$21.00 an hour based on experience and education  
A student in MLIS Program starts at \$15.00 an hour based on experience and education.

**Hours:** 24- 28 hours per week, including evenings and Saturdays, with the possibility of additional substitute hours

**Benefits:** Prorated Vacation, Sick and Personal Business Leave, Life Insurance

**Reports to:** Assistant Director, Head of Adult Services

### **Responsibilities:**

- Provide reference and readers advisory service for adults and occasionally for teens and youth
- Create, plan, and implement various programs and activities both in and out of the library
- Research, coordinate and negotiate with potential program presenters and performers
- Maintain the adult programming budget and seek grants and other sources of funding for programs
- Coordinate with Youth department's programming schedules
- Maintain ongoing programs while introducing new events in response to customer interests
- Employ a variety of print and online strategies to market programs to a broad audience
- Assist in collection development in assigned areas
- Set up and clean-up program space with the assistance of other staff members as needed
- Provide backup support to other departments as needed. Work with staff throughout the library on projects that enhance the library's image in the community
- Grow collaborative relationships with community groups, arts organizations, other local groups
- Perform related duties and general library work as required

### **Required Knowledge, Skills, and Abilities:**

- Communicate effectively in both oral and written form, and have good public speaking skills
- Exhibit flexibility and a willingness to work in a dynamic and changing environment
- Computer proficiency
- Lift, carry and push items up to 50 pounds

White Lake Township Library is an equal opportunity employer.

**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
- Must possess a valid Michigan State driver's license

**Please email cover letter, resume, and [application](#) to:**

Amy Rosen, Assistant Director  
arosen@whitelakelibrary.org

**Dates:** Applications received by Sunday, March 21, 2021, will be given first consideration.

White Lake Township Library  
11005 Elizabeth Lake Road  
White Lake, Michigan 48386  
[www.whitelakelibrary.org](http://www.whitelakelibrary.org)