



Clifton Springs Library  
4 Railroad Avenue  
Clifton Springs, New York 14432  
315-462-7371  
[www.cliftonspringslibrary.com](http://www.cliftonspringslibrary.com)

### **Adult Program & Outreach Coordinator**

The Clifton Springs Library is seeking a creative, self-starter for the role of Adult Program & Outreach Coordinator. This is a full-time position responsible for supervising, coordinating, and directing adult programming as well as servicing members of the community outside the library building. The ideal candidate is organized, able to set priorities and complete projects independently, and adheres to timelines.

### **Examples of Duties**

- Plan and implement adult classes and programs that appeal to a variety of community interests.
- Plan and conduct a Summer Reading Program for adults.
- Compile monthly statistics for all adult services and submit to the Director.
- Prepare public relations materials such as flyers, brochures, and social media postings for adult classes, programs, and services.
- Conduct outreach services in the community including delivery to homebound patrons, nursing homes, and assisted living facilities.
- Seek out new ways the library can provide services to adults outside the library.
- Assist with the creation and maintenance of library book displays geared toward adults.
- Troubleshoot technology issues related to library services.
- Serve as backup for the Service Desk
- Perform other duties as assigned.

### **Knowledge, Skills, and Abilities**

- Expert knowledge of library core values.
- Expert knowledge of the available materials and services available at the library.
- Proficient technology skills including general computer software and an understanding of popular devices
- Strong oral and written communication skills.
- Ability to make decisions in an environment of limited resources and competing claims.

- Ability to establish and maintain effective working relationships with superiors, associates, officials of other agencies, and the general public.

### **Physical Demands**

- Ability to sit or stand for extended periods.
- Manual dexterity to manipulate library materials.
- Ability to work extensive hours at the computer screen.
- Ability to reaching above shoulder height and below the waist.
- Ability to carry, push, pull, or lift up to 30 pounds.

### **Qualifications**

Applicants for the Adult Program & Outreach Coordinator position must have a related degree from an accredited college or university, a clean, valid Drivers License, and a strong desire to work in a customer service-oriented field. Library experience preferred.

### **Hours, Compensation, and Benefits**

This is a full-time position (35 hours per week) and includes occasional nights and 1 Saturday per month. The wage is \$14.00/hour. Employees are eligible for Sick Time after a 90-day probation period. Employees are eligible for Vacation Time after one year of successful employment. There are many opportunities for Continuing Education.

### **To Apply**

Interested applicants should submit a cover letter, resume, and 3 references to Suzanne Macaulay, Director, at [smacaulay@pls-net.org](mailto:smacaulay@pls-net.org). The position will remain open until filled but priority will be given to applications received by December 16, 2018.

### **About the Clifton Springs Library**

The Clifton Springs Library serves the Village of Clifton Springs as well as parts of the Town of Manchester and the Phelps-Clifton Springs Central School District. Our 5000 square foot facility incorporates a late nineteenth century passenger train station. We house more than 16,500 print materials and 3,450 audio visual items. There are 5 public-access computers and free Wifi available throughout the building. In 2017 the library welcomed over 30,000 visitors, circulated more than 41,000 items, and hosted 912 programs for all ages.