



### **Full Time- Adult Services/Evening Desk**

**Reports to:** Library Director

**Hours:** 35 hours/week including evening hours (T/TH evenings) and occasionally some weekend hours.

#### **Summary:**

We are looking for an energetic, highly motivated full-time employee to join our team. The successful candidate is responsible for coordinating, implementing, and promoting educational and recreational services and programming for the adult population in our library community and will be responsible for 2 evening desk shifts per week.

#### **Examples of Duties:**

- Plan, coordinate, and implement programming for adult and senior populations
- Create marketing material to promote programs and library services
- Work with programming team to develop cohesive program series
- Reliably report program data for statistical reports and grants
- Develop constructive and cooperative working relationships with community groups and resources
- Assist patrons with circulation and basic technology at the circulation desk
- Other duties as assigned

#### **Skills needed:**

- Passion for learning and inspiring others through library resources and programs
- Ability to identify the interests and needs of our local population
- A large degree of comfort with computer skills, technology, and social media (ideally, Mailchimp, Meta platforms, and Canva)
- Confidence working with others, creating and maintaining professional relationships
- Ability to work well independently and as a member of a team
- Ability to make people feel welcome
- Willingness to learn new skills

Interested applicants should email their resume to Library Director, Elisha Davies, at [czdirector@midyork.org](mailto:czdirector@midyork.org).

**Pay:** \$15 per hour, paid sick, vacation, and personal days. 4013b option available after 6 months of employment.