

Program Manager

The Roeliff Jansen Community Library in Copake, NY, is seeking an energetic and creative Program Manager to develop, coordinate, and promote inclusive and engaging adult programs that support the library's mission and community needs. The Program Manager, who reports to the Director of the Library, will also coordinate with youth services staff on scheduling and promoting children's and young adult programs. This position plays a key role in community outreach and partnership building while also providing frontline customer service, including basic circulation functions, reader's advisory, technology support, and ensuring a welcoming and efficient patron experience.

Specific responsibilities:

Programming and Community Engagement

- Plan, develop, and implement a diverse range of adult programs, including but not limited to educational workshops, cultural events, technology training, recreational activities
- Assess community interests and needs to inform program development
- Establish partnerships with local organizations, small businesses, schools, presenters, and community groups to co-sponsor programs
- Evaluate program effectiveness through attendance tracking, surveys, and feedback

Program Management

- Coordinate all aspects of programming, including scheduling, presenter communication, supplies, space set up and clean up, and technology needs
- Manage modest program budgets and seek cost-effective or grant-funded opportunities
- Maintain accurate statistics on all programs to meet annual report and grant requirements
- Manage scheduling of community room, conference room, pavilion, and other spaces used for programming
- Ensure that programs comply with library policies and accessibility standards and that the security, safety, and health of participants is maintained during programs

Marketing and Promotion

- Promote the library and its programs through social media, e-newsletters, flyers, the library website, and press releases
- Design promotional materials and update website
- Conduct outreach in the community, representing the library at local events and meeting spaces

Circulation and Public Service

- Staff the Circulation Desk, checking materials in and out, creating and updating patron records.
- Provide friendly, personalized service to patrons of all ages
- Assist with basic reference questions, technology help, and reader's advisory
- Support collection maintenance, including shelving and displays

Other duties as assigned

Roeliff Jansen Community Library envisions a world in which every individual is inspired and empowered to achieve their full potential as informed citizens and caring individuals. In so doing, we will strive to help the people of our service area to enhance their knowledge, skills, and talents to the benefit of themselves, their families, their communities, and the world at large. We are committed to equal accessibility for diverse populations and intellectual freedom for all. We are also committed to the practices of sustainability and environmental stewardship, which embrace equitable, diverse, and inclusive procedures and programs that are environmentally sound, economically feasible, and socially equitable. All staff are expected to participate in the Library's efforts to foster its commitment to these goals.

Qualifications:

- Four-year college degree required, MLS/MLIS preferred
- Experience planning and delivering programs for adults
- Comfortable working independently as well as in a team and managing varied responsibilities
- Strong interpersonal skills and the ability to connect with a small, rural community
- Ability to work evenings and weekends
- Basic technology skills, including familiarity with library systems and common software
- Comfort with social media; familiarity with WordPress, Constant Contact, and Canva a plus
- Strong writing skills
- Ability to stand, walk, lift light weights, and set up and take down event furniture

This full-time position works an average of 37.5 hours per week. Some evening and weekend hours are required. Hourly rate will be \$25-\$28/per hour, depending upon qualifications and experience. Benefits include paid vacation and PTO and a healthcare stipend. We expect to offer a retirement benefit as well in the coming year.

Please send resume and letter explaining why you think you would be a good fit for this position, along with the names and contact information for three professional references, to Tamara Gaskell, Director, at director@roejanlibrary.org. Review of applications will begin June 1.