

Position Title: Adult Services Coordinator

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Job Description:

The Adult Services Coordinator develops and implements diverse in-person and virtual events for Concordia's adult community, promoting equity, diversity, and inclusion. Responsibilities include researching topics, recruiting speakers, collaborating with city departments and organizations, and assisting in publicity efforts to boost event awareness. The role requires establishing community partnerships, coordinating engaging educational programs, providing reference and reader's advisory services, and developing adult library collections. A background in event planning, education, and a strong public service ethic is advantageous.

This is a part-time position with a maximum of 12-hours a week at \$12 an hour.

Experience & Training Preferences (any of the following):

- Post-secondary level education in public administration, communications, marketing, public relations, or a related field OR
- One year experience planning or coordinating events or education programs OR
- One year experience working with the diverse populations in a customer service setting

Necessary Special Requirements

- Employment contingent upon passing a criminal background check and child and vulnerable adult abuse records check.
- Must be willing to work various shifts depending upon the needs of the library, including evenings and weekends
- Must provide own transportation at times.

Essential Duties & Responsibilities

- Event Coordination:
 - Coordinates the planning and implementation of high-quality and high-profile special events for adults in support of the Library's Strategic Plan and areas of focus. Researches and recommends event topics and speakers for approval by the library management and/or Library Board. Coordinates event schedules, registrations, venues, timelines, equipment, and materials necessary for event implementation. Gathers feedback, responds to inquiries, and resolves logistical concerns related to events.
 - Recruits speakers, panelists, and presenters for library events. Negotiates contracts with speakers and vendors in accordance with library purchasing policies with approval by library management and/or library board. Coordinates travel arrangements as needed. Maintains awareness of trends in public events.

- Conveys full event details and maintains open lines of communication with partners, presenters, and vendors.
- Attends library events to ensure successful implementation; coordinates or provides on-site logistical support. Ensures that event set up and cleanup is completed.
- Fosters community participation in event planning. Develops and maintains partnerships with community organizations, educational institutions, City departments, and local businesses. Conveys community-led proposals for events to Library management.
- Under the guidance of the Library Director, prepares promotional materials for events, including flyers, social media posts, press released... etc.
- Participates in committees related to assigned events.
- Contributes to the design and implementation of a framework of evaluating events. Prepares monthly statistics, summarizes evaluations, and writes reports as required.
- Under the guidance of the Library Director, tracks event expenses and makes purchase recommendations within assigned budget.
- Assists with the development of procedures and guidelines related to events.
- Seeks opportunities for event-related grants, community partnerships, and intergenerational events.
- Prepare and coordinate adult-centered and intergenerational events and activities for Summer Library Program in collaboration with the Youth Services Coordinator.
- Library Operations & Customer Service:
 - Performs circulation desk duties, including greeting patrons, checking in and out library materials, registering new patrons, collecting fines and shelving books.
 - Provides reader's advisory, reference and other patron assistance service.
 - Assists patrons with technology use; including but not limited to: computers, printing, personal devices, photocopying...etc.
 - Maintains up-to-date knowledge of Overdrive and issues surrounding the use of e-materials.
 - Assists with processing and repair of library materials, as needed.
 - Assists with opening and closing duties.
 - Maintains knowledge of procedures and policies of the Frank Carlson Library and the Central Kansas Library System. Interprets and applies policy in order to make decisions regarding patrons and procedures.
 - Observes patron behavior in relation to the Code of Conduct. Follows guidelines for applying standards and consequences. Enlists assistance from other employees, management, and law enforcement as needed. Reports violations in a timely and professional manner.
- Collaborates with community organizations and represents the Frank Carlson Library in the community
- Attend library conferences, workshops, and committees in-person or virtually as applicable; attends and participates in staff meetings when needed.
- May provide training and day-to-day direction to new staff and volunteers. Assigns tasks and directs staff and volunteers assigned to assist with events.
- Assists other members of staff with their assigned duties, special projects, or events as needed.
- Participates in staff meetings to discuss and resolve problems, contribute ideas for improvement and keep updated on library plans and activities.
- Performs other related and necessary duties as assigned

Expectations of Library Staff:

- **Accountability** – Follows-up and meets commitments, takes ownership for work, and possesses a strong ability to stay focused on individual, department, and Frank Carlson Library results.
- **Communication** – Clearly and effectively expresses ideas and thoughts (verbally and in writing); listens actively.
- **Customer Focus & Public Relations** – Builds positive internal and external customer relationships; is committed to customer satisfaction; assumes responsibility for solving customer problems, and ensures commitments to customers are met.
- **Initiative** – Independently acts to resolve problems and provide solutions, seeks out new responsibilities, generates new ideas, practices self-development, and demonstrates good judgment.
- **Organization** - Ability to sort, file, and find materials in computer systems and in physical locations that are arranged both alphabetically and/or numerically.
- **Safety** – Understands and supports safety standards as required by the job. This job requires standing for long periods of time, as well as reaching, bending, lifting, and moving up to 40lbs.
- **Teamwork**– Encourages and facilitates cooperation, pride, and trust among the team; fosters commitment and team spirit; works cooperatively with others to achieve overall goals.
- **Technology** - Possesses suitable computer/technology skills; able to accurately access, input, and receive information from a computer workstation or related technology.

Performance Requirements:

- Written communications, including writing in a variety of formats for a wide range of purposes
- Oral communications, including communicating to large and diverse audiences
- Gain a working understanding of current and developing technologies as they relate to public library operations and devices. This includes databases, electronic devices, and social media.
- Use or gain a working understanding of computer software including Publisher, Excel, Word, Google Docs, Google Sheets, PowerPoint, and Canva.
- Interact with the diverse public, co-workers, vendors, and others using courtesy, tact, and good judgement.
- Convey enthusiasm about the library's mission, values, and role in the community.
- Work accurately and maintain attention to detail in an atmosphere of frequent interruptions.
- Work independently, set own priorities, devise own work methods, and follow general library protocols and procedures.
- Plan and organize workload effectively
- Maintain consistent and punctual attendance
- Physical ability to perform the essential functions of the job, including:
 - Transport materials and equipment weighing up to 50 lbs. for events and event preparation
 - Communicate in person
 - Move between locations
 - Traverse a variety of venues and landscapes, such as backstage areas and parks
 - Correctable visual acuity to read a computer screen and typeset page

Working Environment:

Work is performed extensively at a computer workstation with periods of prolonged sitting or standing. Employees share a common work area as well as equipment, including computers. Duties are performed

primarily indoors, with some events taking place outdoors or off-site. Events may include extended periods without access to traditional seating, as well as transporting materials and equipment. Work involves frequent interaction with co-workers and the public. Environment includes a normal range of noise and other distractions working around specialized library equipment and standard office equipment. Employee works a schedule of flexible hours that may vary from week to week depending on event needs.

How to Apply:

Submit application to library via online application found at:

or deliver a paper copy to:

Frank Carlson Library

702 Broadway

Concordia, KS 66901