



**Do you have a love for teaching, reading, technology and more?  
This is the perfect full-time job for you!**

**The Carnegie Library of Homestead seeks an enthusiastic and team-oriented individual to serve as our**

## **Program Coordinator**

This position is responsible for planning, organizing, and implementing youth and adult programs. Must have a passion for books, be comfortable with technology, and be willing to make a difference in the life of a patron who may not have opportunities elsewhere.

This is a full-time position, 40 hours per week, inclusive of daytime, evening, and weekend hours. Shift includes a minimum of two Saturdays per month. Benefits include: employer-paid medical insurance package for employee and optional insurance for family; 401k, lucrative paid time off package; holiday pay; free athletic club membership and tickets to various cultural events.

### **Program Planning and Execution**

- Works with the Library Director to plan, publicize, implement and evaluate a year-round schedule of programs within the mission and goals of the Carnegie.
- Works with the Fund Development team to evaluate and prepare statistics on quantitative/qualitative measures to fulfill funding commitments.
- Involves teens in planning and implementing services for their age group.
- Utilizes a variety of techniques (book clubs, STEAM workshops, discussion groups, movie nights, history and art programs) to encourage library use and promote literacy.
- Organizes and implements outreach to local schools, daycares, and other organizations. Establish relationships with school librarians, teachers, community organizations and agencies to deliver literacy-based programming.
- Coordinates with interns and volunteers to assist in the planning and execution of programs.
- Performs projects and tasks as assigned by the Library Director.

### **Knowledge and Skills**

- Understand the needs and abilities of youth and adults and the available library materials and services.
- Knowledge of the principles and practices of a public library a plus but not required.
- Technology Proficiency: Microsoft Office and Google Suite; experience with any graphics packages a plus.
- Knowledge of Maker programming, STEAM based workshops, 3-D printing, coding and other similar programming trends.
- Familiarity with community assets and partners, both locally and regionally.
- Multi-task in a busy environment, and work with frequent interruptions.
- Manage time, set priorities in order to complete assignment deadlines.

### **Communication**

- Communicate effectively both verbally and in writing.
- Listen to, understand and interpret information received from patrons in directing them to appropriate library services, programs and materials.
- Establishes and maintains effective working relationships with superiors, subordinates, associates, representatives from other agencies and the general public.
- Demonstrates a team-oriented mindset.

### **Customer Service**

- Performs public service duties as scheduled, assisting patrons with questions as needed.
- Uses diplomacy and tact to establish and maintain relationships with patrons.

### **Education and Experience**

- The successful candidate will have experience mentoring youth from underserved communities. A background in education, and/or the library field is preferred. Service provider is subject to a criminal background check, FBI and youth clearance-check prior to beginning employment. Employee must have reliable transportation, as the position requires offsite outreach to locations not accessible by public transit.

Please forward your resume, cover letter, program proposal, 3 business references and salary requirements to [humanresources@carnegieofhomestead.org](mailto:humanresources@carnegieofhomestead.org)