

ACTIVITIES COORDINATOR

The Apalachicola Margaret Key Public Library is seeking an Activities Coordinator for Summer programs at the library. Duties will include coordinating, advertising, planning, and hosting daily kids and teens programs, on a part-time basis from May 15th to August 15th. Applicants should have a positive, enthusiastic, and professional demeanor, along with prior experience in children's programming or teaching. Position requires strong verbal and written communication skills, knowledge of the area, and ability to coordinate with vendors, and community agencies, directly. Applicants should demonstrate superior organizational and planning skills, and must possess a passion for working with kids and teens. Job description and compensation details are below. Submit resume, three professional/academic references, and letter describing success in planning and hosting at least one event to Apalachicola Library Director, Lucy Carter at lcarter@cityofapalachicola.com.

JOB DESCRIPTION

The Activities Coordinator creates a welcoming, pleasing, creative, vibrant and dynamic space for children, teens, and families in the library setting. The Activities Coordinator is responsible for long and short-term planning of reading and family literacy activities in the library serving the kids, teens, and families of this area. Reports to the Director.

RESPONSIBILITIES

- Plan, publicize, and lead programs for kids, teens, and families following Florida's Summer Reading theme 'Oceans of Possibilities'.
- Supervise kids ages 3+, teens, and families in library programs; with a priority on safety and engagement.
- Write, prepare, and send materials publicizing events through newspaper and radio, flyers to distribute around town, and Internet publicity – Community calendar(s) of events, Library's web page, and social media accounts.
- Meet weekly with Library Director bringing attendance data, and future planning documents.
- Coordinate programs with contracted performers as needed.
- Make purchase requests in a timely fashion for supplies, snacks, etc. needed for programs.
- Develop and maintain a cooperative relationship with schools, preschools, daycares, Headstart, and other agencies.
- Create, maintain, and present statistics documents: Including number of programs offered, at what times, for which ages, etc.
- Supervise and coordinate the activities of Assistant and volunteers.
- Design bulletin boards, window displays, and book displays to promote library programs and reading.
- May perform other library duties, as assigned.

REQUIRED KNOWLEDGE, SKILLS AND ABILITIES

- Two years of relevant experience with teenagers or children in a public/educational setting; and/or demonstrates clear ability to work and interact with children and teens.
- Demonstrated ability to successfully coordinate, plan, and lead activities.
- Committed to public service values: Must be patient and helpful with all patrons.
- Competent using Windows operating system, basic office software, web browsing and search engines skillfully. Responsible internet and social media management.
- Ability to create promotional materials using Canva or other design platforms.
- Sensitive to patron privacy and intellectual freedom issues.
- Communicates well in writing and face to face.
- Able to work independently and demonstrate good judgment.
- Creative visionary with ability to discern and tap into local charms of the area.
- Possess clear and dynamic leadership skills working with Assistant, volunteers, community groups, and families.

OTHER REQUIREMENTS

Must be punctual, dependable, and available to work days, and limited weekend shifts to fulfill the staffing needs of the library's services and programs. Ability to supervise and work well with people of all races, ethnicity, socio-economic status, etc. from ages 3+. Hiring will be contingent on satisfactory passage of a background and fingerprinting check.

COMPENSATION

\$15 per hour. Approximately 20 work hours per week. Beginning May 15th- August 15th. No benefits provided.

ITEMS TO NOTE

Physical Demands— • Nature of work requires an ability to effectively communicate and exchange information, collect, compile and prepare work documents operating standard business office equipment. • Travel by automobile is required for position responsibilities and/or training. • Manual dexterity and physical ability to perform tasks. (i.e. repeated lifting up to 35 lbs., continual standing, reaching, bending, and walking).

Work Environment— • Majority of the work is performed in a general office/library environment. May frequently be outside. • Requires availability for extended or nontraditional hours as needed to perform job duties. • Requires periodic participation and attendance at related library events and training.

Disclaimer— The information in this summary indicates the general nature and level of work performed within this role. It is not designed to contain or be interpreted as a comprehensive inventory of all duties, responsibilities, and qualifications required of employees assigned to this position.