



# Coastal Plain Regional Library System

*Serving Ben Hill, Berrien, Cook, Irwin, Tift, and Turner Counties*

**Position Title:** *Programming Associate*

**Type:** *part-time (18 hours/week)*

**Salary:** *\$15/hour*

**Timeframe:** *open interviews 9/26/22 from 3 – 5 p.m.*

**Application Instructions:** *Send resume and contact information for three references to:*

*Sandy Hester, Director at [shester@cprl.org](mailto:shester@cprl.org) or mail to:*

*Attn: Programming Associate, CPRLS, 2014 Chestnut Avenue, Tifton, GA 31794*

**Qualifications:** *Valid driver's license with a 2-year clean driving record; high school diploma or GED equivalent; satisfactory criminal background check (as required by local school systems)*

## **Job Description:**

The CPRLS strives to enrich lives by connecting patrons of all ages with valuable resources, innovative technology, and quality information. To help achieve this mission, CPRLS is seeking a team member to spread the joy of reading and learning with fun and engaging literacy-based programming. Through both in-library and community-based programs, this team member will use stories, crafts, music, STEAM activities, and more to spark and sustain a love of reading and learning for all. A successful candidate will be self-directed, flexible, and, most of all, excited about libraries, learning, and providing service to our communities. This team member will partner with other outreach team members to travel across our service area, working closely with branch libraries, local school systems, and other organizations to support children, teens, and adults in their pursuit of literacy, learning, and fun.

## **Areas of Responsibility:**

### **Programming:**

- Plan, implement, and evaluate interactive, literacy-based programming at a variety of venues, including in-library and community-based settings
- Coordinate with other team members to ensure equitable programming coverage for all counties in the CPRLS service area
- Assist Outreach Coordinator as needed in promoting library services through participation in community-wide fairs, festivals, and other activities, often scheduled for nights and weekends
- Coordinate with branch managers and other key staff in connecting patrons with literacy and STEAM-based initiatives (such as Summer Reading Club, 1,000 Books B4 Kindergarten, Every Child Ready to Read, etc.)
- Provide other support tasks relating to outreach and general library promotion
- Increase public awareness of library services to current and future patrons

### **Miscellaneous:**

- Assist with staffing the circulation desk at the Headquarters facility as needed
- Other duties as assigned

## **Physical Demands and Additional Skills:**

- Ability to drive library outreach vehicle
- Ability to communicate effectively with others in person, in writing, and via telephone.
- Ability to work independently, organize and prioritize work, respond to varied/changing work demands and make decisions as required. Employ creative decision-making and problem-solving skills
- Ability to work flexible hours, including evenings and weekends in both inside and outside environments

2014 Chestnut Avenue, Tifton, GA 31794 ♦ 229.386.3400 ♦ 229.386.7007 fax

**Member Libraries:** Fitzgerald Ben Hill Co. Library ♦ Carrie Dorsey Perry Memorial Library ♦ Cook County Library ♦ Irwin County Library ♦ Tifton-Tift County Public Library ♦ Victoria Evans Memorial Library