



POSITION TITLE: Library Programming & Operations Assistant

RATE: \$11.50/hour

REPORTS TO: Library Director and Managerial Team

STATUS: Part-time (20 hours/week) with potential for additional hours

FLSA: Non-Exempt

SUMMARY:

The Library Programs and Operations Assistant supports the Library Director and library staff by assisting with public programming, daily operations, and administrative coordination that together ensure a high-quality, welcoming library experience for patrons. This role helps programs run smoothly, supports reliable day-to-day services, and contributes to an organized, responsive library environment. Through a combination of behind-the-scenes coordination and direct public service, the Assistant plays an essential role in maintaining a well-run, community-focused library.

ESSENTIAL DUTIES & RESPONSIBILITIES:

PROGRAMMING SUPPORT

- Assist in planning, coordinating, implementing, and evaluating library programs for patrons and community partners onsite and at offsite events.
- Manage program logistics, including registration, room setup, materials preparation, and communication with presenters.
- Design promotional materials using Canva.
- Prepare reports, spreadsheets, and presentations using Microsoft Office Suite.
- Oversight of PA Forward Program, maintaining the library's Gold Star status

OPERATIONS SUPPORT

- Assist patrons with basic technology needs (computers, printers, Wi-Fi, digital resources).

- Perform basic clerical and operational tasks such as answering phones, directing patrons, managing mail and correspondence, and ordering supplies.
- Provide occasional front-line support at the circulation desk, including checking materials in/out and assisting patrons.
- Oversee community room reservation processes, including calendar management, inquiries, confirmation of bookings, coordination of setup needs, and adherence to policies.
- Provide administrative support to the Library Director including correspondence, compiling notes, scheduling, meeting preparation, and document creation.
- Assist with maintenance of administrative and organizational files.
- Other duties as assigned

QUALIFICATIONS

- High school diploma or equivalent required; Associate's or Bachelor's degree preferred.
- Experience in administrative support, program coordination, office operations, or similar environment preferred.
- Ability to multitask and handle multiple priorities
- Proficiency with Microsoft Office (Word, Excel, PowerPoint, Outlook).
- Strong familiarity with Canva
- Excellent organizational skills with ability to manage records, track data, and coordinate multiple responsibilities.
- Clear and professional communication skills (written, oral, interpersonal).
- Customer service experience and comfort working directly with the public.
- Ability to work occasional evenings or weekends for programs.

PHYSICAL REQUIREMENTS

- Ability to lift and carry up to 20 pounds.
- Ability to stand for up to 2 hours.
- Ability to bend, stoop, squat, reach, and stretch for shelving books and other library procedures.
- Ability to perform repetitive actions.

SELECTION

Based on education, work experience, merit, training, and interview.

Adamstown Area Library is an Equal Opportunity Employer.