

Location: Caroline County Public Library

100 Market Street, Denton, MD 21629

Job Title: Library Associate I/II – Adult Programming & Outreach Coordinator

HOURS & DAYS OF DUTY: Full-time, 37.5 hours per week. The regular schedule includes daytime, evening, and rotating Saturdays.

The Caroline County Public Library seeks an enthusiastic, innovative, community-oriented individual to join our team as an Adult Programming and Outreach Coordinator. This is primarily a public service position with a significant adult programming, outreach, and Makerspace component.

The ideal candidate will be able to provide excellent customer service at all three (3) of our locations and possesses the skills to plan, develop, and carry out adult programming, and guide strategies to engage our diverse community and our library team.

Personal responsibility, attention to detail, and the ability to function independently as a self-starter are essential job standards. Applicants must be willing and able to quickly adapt to the changing needs of the community, library services, and technology.

Applicant must possess a valid driver's license and reliable transportation. Employees are expected to work at all library locations and travel for outreach events, training or workshops as necessary.

Requirements:

- High degree of computer literacy.
- Excellent attention to detail.
- Familiarity with basic programming and event planning principles.
- Excellent written and verbal communication skills.
- Possess a Maryland Class "C" driver's license or an equivalent from another state.

Preferred Qualifications:

- Bachelor's degree from an accredited college.
- Experience in customer service.
- Some library experience.
- Programming or event planning experience.

Salary: \$40,000 – \$44,000

Salary commensurate with experience. Benefits include health and dental insurance, and participation in the Maryland State Retirement System.

Application Process: Submit a cover letter, resume, and three professional references to employment@carolib.org. This position will be open until filled.

The Caroline County Public Library is an Equal Opportunity Employer and is committed to diversity in the workplace. The Library's policy is to treat all employees and applications equally and without regard to race, color, religion, age, sex, marital status, national or ancestral origin, sexual orientation, or disability in accordance with applicable laws. This policy applies to all aspects of employment, including recruitment, hiring, training, and promotions.

The Caroline County Public Library complies with the ADA. Applicants who require reasonable accommodation in the application and/or interview process should contact the Library Office Manager at 410-479-1343 prior to submitting an application or resume.

The Caroline County Public Library is a drug free/smoke free facility.

View complete job description at: www.carolib.org