

# HELP WANTED

LIBRARY SERVICES COORDINATOR

## JOIN THE STAFF OF OUR AWARD-WINNING LIBRARY



### CHANGE IS AN OPPORTUNITY TO GROW...

This management position demands creativity and excellent communication skills. As the front-line contact with patrons, the person filling this position must have strong interpersonal skills and be willing to talk books, tech, and life. You will have the opportunity to participate in the hiring of additional team members. You will work closely with director to promote the library in our community.

We are looking for the person who fits within our organizational value system and the ideal candidate must possess a willingness and interest in expanding one's skills and learning new job activities. As our world changes our staff have greatly broadened their skills and taken on new tasks seemingly unrelated to "library skills". We want someone willing to seek out and take on new challenges.

Library experience is not required. We will train you on library particulars. The responsibilities include:

- Supervise staff members
- Participate in hiring and training new personnel
- Plan and promote programs
- Coordinate social media campaigns
- Assist with MailChimp monthly newsletter
- Assist with content management on website
- Promote and instruct on NHDB
- Provide reader advisory services
- Assist with selection of materials
- Oversee Inter-Library Loan
- Assist patrons in use of equipment including catalog, computers, printers, chair lift
- Catalog and process materials
- Shelf materials
- Repair materials
- Work primarily at circulation desk
- Promote a quality library experience for patrons and staff
- Act as an ambassador for the library
- Assume responsibilities during director's absence

The Tucker Free Library is an equal opportunity employer. We celebrate diversity and are committed to creating an inclusive environment for all employees. All are welcome to apply.