



ACCEPTING APPLICATIONS

Until February 17, 2012

Program Coordinator

Part-Time	24 hours per week
Wages	\$8.50 per hour
Benefits	Ohio Public Employees Retirement

POSITION DESCRIPTION

The library is seeking an outgoing, service oriented individual for a Program Coordinator position. Candidate must possess a positive attitude and great interpersonal skills. The primary focus of this position is to develop, implement and present young adult and adult library programs and outreach services to the community. The Program Coordinator works with the Director, library staff, Board of Trustees, and library support organizations to promote the library. Additionally, this position will provide administrative assistance to the Director.

REQUIRED KNOWLEDGE, SKILLS AND ABILITIES

The following skills are required for this position: typing and basic computer skills; the ability to alphabetize and organize; the ability to cooperate by working independently and as a team when necessary; experience, creativity, and enthusiasm in working with patrons of all ages and providing programs; the ability to interact with the public and handle uncomfortable situations at times; a knowledge of various computer programs, including Word, Excel, Publisher; and an understanding of social networking and the ability to promote the library with such tools.

QUALIFICATIONS

An appropriate combination of education, training, course work and experience may qualify an applicant to demonstrate required knowledge, skills and abilities. A minimum of a 2-year degree. Candidate must have experience in working with and presenting programs for various age groups.

Candidates must provide documentation for proof of identity and employment eligibility within three (3) days of original appointment as a condition of employment in compliance with Immigration Reform and Control Act requirements.

USUAL PHYSICAL DEMANDS

While performing duties of this job, the employee is subject to the following physical demands:

- Regularly operates computers and scanners that may have repetitive actions;
- Moving and lifting heavy books and materials approximately 40 -50 pounds;
- Pushing book carts filled with materials, approximately 80 pounds;
- Using stairs and elevator to access all floors of the library;
- Shelving books on high and low shelves which may require the use of a footstool;
- Standing for long periods of time; and
- Answering numerous questions at one time in a busy environment.

Please submit Cover Letter and Resume to:
St. Clairsville Public Library, 108 W. Main Street, St. Clairsville, OH 43950