

Murrysville Community Library
4130 Sardis Road
Murrysville, PA 15668

The Murrysville Community Library's mission is to inspire ideas, enrich lives, and create lifelong opportunities for learning, literacy and enjoyment.

POSITION:	Volunteer Services and Adult Programming Coordinator
REPORTS TO:	Library Director
HOURS:	Full-time 35 hours/week
SALARY:	\$27,000- \$33,000, commensurate with experience
BENEFITS:	The Murrysville Community Library offers paid health insurance, paid vacation, and sick leave to its full time employees.

General Summary: The ideal candidate oversees all Volunteer Services duties, trains and oversees both Adult and Junior volunteers, provides direction to volunteers, and assists with circulation. This individual will provide library services to the community's adult population, including reference, reader's advisory, programming, outreach, and collection development; will monitor and evaluate services to adults; and will promote and publicize adult programs in and around the community.

QUALIFICATIONS, EXPERIENCE AND TRAINING: Bachelor's degree from a four-year college or university required. Masters of Library Science from an accredited American Library Association (ALA) preferred. Library work experience preferred. Vaccination to Covid-19 preferred. Pennsylvania ID required. Must have form of reliable transportation to and from work. Must have Pennsylvania Child Abuse History Clearance, Pennsylvania State Police Background Check, and FBI Fingerprint Background Check. The cost for clearances can be refunded upon completion of a ninety-day probationary period and submission of current receipts.

The requirements listed as follows are representative of the knowledge, skills and abilities required to perform this job successfully:

- A. **Knowledge of:** general office practices and procedures, library classification systems and automated circulation systems, Microsoft Office software, computer applications, and the principles of library practice and procedures.

- B. **Skilled in:** database searching and using library automation systems, using Microsoft Word, Outlook, Excel, Publisher, PowerPoint, troubleshooting computer equipment, printers and copiers.
- C. **Ability to:** be courteous and tactful with the general public, communicate effectively verbally and in writing, establish and maintain working relationships with volunteers, patrons, library personnel, and the general public, to implement policy and procedures, to exercise initiative and judgment in completing tasks, and to maintain confidentiality.
- D. **Ability to:** work a flexible schedule that includes evenings and rotating Saturdays, lift and move up to 25 pounds, move books and materials from both higher and lower shelves, provide close attention to detail despite interruptions, and set priorities and meet deadlines and delegate work effectively.

ESSENTIAL RESPONSIBILITIES:

- **Volunteer Services:**
 - Reaches out to interested potential volunteers to answer questions
 - Interviews all new volunteers to determine their abilities and skills sets in order to best utilize their services
 - Trains all new volunteers on library responsibilities and procedures
 - Manages the volunteer database, including tracking hours and ensuring all volunteer clearances are up to date
 - Develops a weekly schedule for volunteers
 - Acts as point of contact for all volunteers and assists with volunteer questions
 - Make use of the Library's Constant Contact to send volunteers informational updates
 - Organizes the annual volunteer appreciation event
 - Assist the Murrysville Community Library Foundation when needed
- **Adult Programming:**
 - Develops, presents and/or directs, and evaluates programs for adults, including the adult summer reading program and yearlong programming
 - Follows and maintains the adult programming budget
 - Establishes and maintains a working relationship with local service organizations and businesses to help promote and support quality library service for adults
 - Work closely with the Social Media Coordinator on marketing for Adult Programming
- **Management Activities:**
 - Prepare monthly and annual statistic reports as required
 - Keep immediate supervisor and designated staff fully and accurately informed concerning work progress, including present and potential work problems and suggestions for new or improved ways of addressing such problems, reviews policies and procedures and recommends revisions as needed

- ***Staff Support:***
 - Assist at the circulation desk
 - Help patrons use the library
 - Perform opening and closing routines
 - Maintain a neat and safe work area
 - Maintain adequate supplies
 - Keeps equipment in good working order
 - Perform duties as requested by the Library Director
- ***Continuing Education:***
 - Keep current on trends and technology development affecting adult and volunteer services through professional journals, social media, listservs and networking
 - Attend professional meetings, conferences and workshops to maintain professional growth and development

WORK ENVIRONMENT

The Murrysville Community Library, a suburban library 28 miles east of Pittsburgh, serves a population of 28,000 with a collection of 68,000 items. We have a staff of 6 FTE, 4 PTE, 4 pages, and use over 40 volunteers in a variety of ways.

TO APPLY

Please email cover letter, résumé, and three professional references to Library Director Amy.Riegner@wlnonline.org.

Position is open until filled. No paper applications will be accepted.

All library positions require the following criminal background and child abuse clearances: Report of criminal history from the Pennsylvania State Police, Child Abuse History Clearance from the Department of Human Services, and fingerprint ID based on federal criminal history submitted through the Pennsylvania State Police or its authorized agent (FBI).