

Abington Community Library  
1200 W. Grove St., Clarks Summit, PA 18411  
[www.lclshome.org/Abington](http://www.lclshome.org/Abington)

**POSITION ANNOUNCEMENT:** Young Adult Services and Project Coordinator

**Job Location**

The Library is located on the border of South Abington Township and Clarks Summit at the corner of the Morgan Highway and West Grove Streets.

**Job Summary**

The Abington Community Library is seeking a full-time young adult services and project coordinator who will assist with adult services at an award-winning library with a reputation for providing excellent customer service and quality programming for all ages, committed to lifelong learning.

Reporting directly to the Director, this full-time position is responsible for the overall management of programs and special projects for young adults and adults, with an emphasis on millennials.

The candidate must be self-motivated, dynamic, and out-going. The candidate will need to demonstrate vision, creativity, and imagination along with a hands-on approach. The desire to build personal connections with a well-trained staff, enthusiastic Board of Trustees, and supportive patrons of all ages is required. The candidate should exhibit a passion for programming, commitment to continuing existing programs, and excitement to explore fresh ideas for new program opportunities.

The candidate should be friendly, welcoming, personable, and should be prepared to epitomize the Library's mission and values both on site and on outreach visits throughout the service area. The candidate must be able to collaborate with other staff members and contacts from outside the Library to create innovative, successful programs and events.

Other requirements include excellent record-keeping skills, fiscal responsibility, high aptitude for technology, people-skills, and strong oral and written communication skills.

**Major Duties and Responsibilities**

Under the supervision of the Director and working in coordination with the programming team, the candidate will plan and implement programs and activities for students in 7 – 12th grade, millennials, adults, including fundraising. They will represent the Abington Community Library on the Young Adult Focus Committee of the Lackawanna County Library System (LCLS).

**Other specific duties will include:**

- \* Planning, implementing and/or coordinating programs for young adults, millennials, and adults;
- \* Facilitating children's programming as needed with the ACL-TLC;
- \* Assisting, when required, the programming team on intergenerational programming events;
- \* Acting as liaison with the local high schools, non-profits, and community partnerships;
- \* Maintaining the young adult area as an inviting place to meet and study;
- \* Purchasing and developing the young adult collection including talking books;
- \* Assisting with social media (blog posts, Facebook events, Twitter, Instagram, Pinterest and other applications as needed);
- \* Assisting the Director and Board with fundraising efforts as needed.

### **Miscellaneous Duties**

Under the supervision and direction of the Head of Circulation, all staff members, when needed, assist in the charge and discharge of library materials, return library materials to the shelves, maintain an assigned section of the materials collection, and assist library users with their requests.

### **Experience and Training**

An undergraduate degree is required. The ability to work cooperatively with library staff, the ability to project a courteous, helpful attitude toward library users, and good communications skills are needed in this position. It is necessary to have computer and typing skills with knowledge of current computer technology, internet, Microsoft Office, social media, databases and computer hardware.

### **Physical Demands**

Library staff spend a great deal of their time on the job standing or moving about the circulation area, moving heavy book trucks to other parts of the library, bending and stretching to return material to shelves, hanging exhibits, and 'shifting' the collection. In a Library this size, everyone participates in these activities.

### **Other requirements of the position**

- Attendance at workshops and conferences as required
- Non-profit fundraising, program development, and grant writing experience
- Able to drive a vehicle and possess a valid point-free PA driver's license, have access to a vehicle, and willing to drive as required with reimbursement for mileage and parking
- Successful completion of background check(s) in accordance with Library policies and state law

### **Nondiscrimination Statement**

The Abington Community Library is an Equal Opportunity Employer. The organization believes that all people are to be treated with dignity and respect and are entitled to fair and equal treatment in employment and the receipt of all contracted services regardless

of race, religious creed, national origin, age, sex, sexual orientation, gender identity, marital status, parenthood, disability, or any other characteristic protected by law.

**Application Instructions**

Applications must be received by **Thursday, April 27, 2017.**

Submit a cover letter, resume, and three references (including at least one work-related) to:

Mail: Sandy Longo, Director  
c/o Abington Community Library  
1200 West Grove Street, Clarks Summit, PA 18411

**OR**

Electronic: [slongo@albright.org](mailto:slongo@albright.org), Subject line: Full-time position

Salary will be \$12.25/ hour. Benefits include fully paid Health Care, Vision, and Dental care. Paid sick and vacation leave begin after a successful six-month probationary period.