

## **Title: Community Events Liaison – Youth Services**

**Location: Main Library**

**Class:** LP or L

**Status:** Non-Exempt

Boone County Public Library is seeking a dynamic, motivated individual for the position of a full time Community Events Liaison – Youth Services for the Main Library in Burlington, KY. Under the general direction of the Youth Services Coordinator, the Community Events Liaison - YS is responsible for the planning, promoting, implementation and evaluation of youth events and performances at the Main Library and other locations. This position is also responsible providing library services to children ranging in age from infants to 18 years and to their caregivers and teachers. The Community Events Liaison – YS interacts extensively with the public and other staff members.

### **Responsibilities:**

- Plan, schedule, implement, and evaluate youth/community programs, exhibits and events for the library system and other locations
- Work closely with other library departments and locations regarding planning, promotion, and support for youth programs and activities
- Prepare reports and compile statistics reflecting youth program activity
- Establish and maintain relationships with local civic, cultural and educational organizations for the purpose of promoting library programs and encouraging community partnerships
- Maintain budget for YS performances, events and programs; calculate expenditures, and balances
- Write blog posts, program copy for the newsletter and copy for other publications as requested
- Create engaging content for the library social media presence as requested by the Public Relations Coordinator
- Responsible for set up and take down of tables, chairs and A/V equipment for programs and events
- Answer reference questions, in person and through various means of communication, using a variety of formats and sources
- Assist with the writing and administration of program grants
- Perform related duties as assigned

### **Qualifications/Other Requirements:**

Undergraduate degree in a related discipline, 2 to 5 years progressively more responsible related work experience.

Or

MLS/MLIS from an accredited library school or a Master's Degree in a related discipline.

Combination of education, training, and work experience that will provide the required knowledge, skills and abilities will be considered.

## **Knowledge, Skills and Abilities**

Thorough knowledge of library principles and practices  
Thorough understanding of current library issues, theories and trends  
Awareness of current social and cultural topics and trends  
Broad knowledge and appreciation of the performing and visual arts  
Demonstrated ability to organize public programs, events, and exhibits  
Ability to interpret community interests, concerns and needs and to develop appropriate library programs  
Ability to establish and maintain effective working relationships within the library and in the local community  
Ability to work a flexible schedule including extended days, evenings and weekends  
Ability to work independently, set priorities, and manage multiple projects  
Ability to effectively lead teams and chair committees  
Excellent interpersonal and communication skills; strong writing and presentation skills  
Operating computer and audiovisual equipment  
Proficiency with Windows-based PC's, Microsoft Office products, Web searching, email, and related products and procedures  
Light to medium work [lifting, pushing or pulling 20-50 lb. Maximum] chairs, tables, etc.  
Reaching, bending, kneeling and crouching to retrieve and replace library materials, files, supplies  
Movement throughout the facility locating/retrieving materials  
Handling and manipulating library materials; including pages, cards, forms, etc.  
Operating computer and audiovisual equipment  
Visual acuity sufficient to read primarily typed or printed text in a variety of font sizes and styles

## **Salary:**

Starting at \$16.60 per hour, commensurate with qualifications: includes excellent benefits package, which includes healthcare coverage at no cost to employee, and participation in the County Employees Retirement System.

## **Application Information:**

**If you have the qualifications for this position, please send your job application, cover letter and resume to:**

Human Resources Manager  
Boone County Public Library  
1786 Burlington Pike  
Burlington, KY 41005  
[jobs@bcpl.org](mailto:jobs@bcpl.org)  
Fax 859-689-0410

**Applications received prior to May 23rd, 2019 will receive first consideration.**