



Job Posting: Library Program Coordinator

Posting Date:	March 2026
Start Date:	As soon as possible
Location:	Germantown, NY
Type:	Part-time, not exceeding 16 hours per week
Schedule:	Mix of in-person and remote; some evening shift and weekends
Compensation:	\$18-20/hr, depending on education/experience, not to exceed \$14,860.80 a year
Type:	Paid as employee with taxes withheld

JOB DESCRIPTION

The Germantown Library seeks an organized and creative Program Coordinator (PC) who provides an outstanding, delightful library experience for patrons of all ages by developing, preparing, coordinating, and implementing new and ongoing library programs.

The PC will work up to 16 hours per week, including occasional evenings and 1-2 weekend shifts a month. Approximately half of those hours are in person. Program development hours will be a combination of in-person and virtual as needed.

The Program Coordinator reports to the Library Director and regularly consults with the Programming Committee comprised of Board of Trustees and community members and will:

1. Develop, publicize, implement new programming and build on and support existing library programs such as annual events and ongoing programming. Oversee an average of three to four programs across a range of ages per month.
 - Seek out, build, and uphold relationships with community members and beyond.
 - Plan seasonally: 3 months in advance; publicize programs 4 weeks in advance with follow-ups.
 - Manages an annual budget of \$4,000 for guest instructor fees, program supplies, refreshments, and similar expenses.
 - Provides publicity content and posters for Library e-newsletter, Calendar and other platforms.
 - Publicizes content and posters weekly on social media, and online community event forums.
 - Communicates programming to local media outlets.
2. Maintain a clear Google folder of programs through each phase: idea, planning, execution, post-event report. Program spreadsheet should clearly record the number of attendees.
3. Staff programming events or coordinate staffing with the Director and/or Committee:
4. Schedule and run regular Programming Meetings with the Programming Committee to review completed and upcoming programs.
5. Spend a minimum of 12 hours/week and maximum of 16 hours/week performing these duties; arrange to meet bi-monthly with the Library Director to review progress and success measures.

PLEASE APPLY IF YOU

- Have prior programming or library experience.
- Are friendly, engaging, patient, and optimistic; enjoy working with the public and being of service.

- Are proficient in digital communication and comfortable using and troubleshooting digital platforms.
- Enjoy and are able to work independently and responsibly.
- Enjoy and are able to communicate clearly, consistently, and respectfully
- Evidence of strong customer service, organization, and communication skills.

HOW TO APPLY

Applications will be reviewed on an ongoing basis until the position is filled. Germantown Library is an equal opportunity employer. All applicants will be considered for employment without attention to race, color, religion, sex, sexual orientation, gender identity, national origin, veteran or disability status.

- Email a letter of interest, resume, and three references to Lynn Place at director@germantownlibrary.org with the subject heading "Program Coordinator Position."

ABOUT GERMANTOWN LIBRARY

The mission of the Germantown Library is to maintain and improve the quality of life for all citizens of our community by providing resources that enhance and contribute to individual knowledge, enlightenment and enjoyment in the most efficient manner possible. We especially recognize our responsibility to serve as a place for children to discover the joy of reading and the value of libraries.

31 Palatine Park Road, Germantown, NY, 12526 www.germantownlibrary.org

www.instagram.com/gtownlib www.facebook.com/GermantownNYLibrary