

# JOHNSON COUNTY PUBLIC LIBRARY

## POSITION DESCRIPTION

**TITLE:** Programming Specialist – Adult Learning Center

**REPORTS TO:** Adult Learning Center Manager

**SUMMARY:** As a member of the Adult Learning Center, I provide learning services to adults, focusing on English as a Second Language and Adult Basic Education.

### PRIMARY DUTIES AND RESPONSIBILITIES:

- I create a courteous, welcoming environment based on customer service principles to all internal and external customers
- I create and maintain a nurturing and supportive learning environment
- I plan, deliver and evaluate group programs, both in-person and on Zoom
- I fill in as needed when the ALC Manager is away from the office
- I coordinate the ALC's social media presence, engaging with learners and promoting programs and special events of the department and JCPL
- I assist with interviewing potential tutors and learners
- When needed, I tutor individuals via in-person and on Zoom
- I assist in the planning and implementation of special events: Annual Dinner, Cultural Programs, Dia, Thanksgiving Feast, Tutor lunch, etc.
- I assist with book discussions
- I assist in the development, maintenance and inventory of the ALC resource collection, including print, audio/visual materials, computer software & hardware for tutors and learners
- I research and participate in professional development training opportunities related to ESL/ABE services
- I promote the ALC & JCPL services in the community
- I maintain tutor and learner statistics

### SECONDARY RESPONSIBILITIES:

- I am cross-trained to participate in a rotation of working in Circulation
- I participate in JCPL fairs and festival events
- I participate in JCPL committee and task forces
- I attend and participate in building staff meetings
- I perform other duties as assigned

### QUALIFICATION REQUIRMENTS:

#### Education and/or Experience

- Bachelor's degree in English, Education or related field
- Tutor training, tutoring or teaching experience required
- Experience with public presentation
- Experience with the Meta platform

### **Knowledge, Skills, Abilities**

- Demonstrates the ability to organize, prioritize, evaluate and complete work
- Dedicated customer focus, with excellent communication and interpersonal skills
- Supports the principles of equity, diversity, and inclusion as outlined in JCPL's Diversity Statement
- Cultural sensitivity and ability to work with students from different cultural backgrounds
- Ability to work with individuals and groups with a wide variety of accents on a daily basis
- Ability to work with different proficiency levels of the English language
- Sensitivity to the development stages of adult basic education learners
- Ability to motivate and encourage tutors and learners
- Ability to create social media promotional materials
- Ability to work independently and cooperatively with other library staff
- Ability to communicate effectively and appropriately
- Ability to build and maintain constructive relationships

### **PHYSICAL DEMANDS:**

- Ability and flexibility to work a varied schedule including evenings and weekends
- Ability to read, write, speak and understand the English language
- Ability to speak and present programs to individuals and groups
- Ability to use computer keyboard and multi button telephone
- Ability to read computer screens and written communication
- Ability to operate audio-visual equipment
- Ability to sit or stand for long periods of time
- Ability to work with noise distractions
- Ability to reach with hands and arms
- Ability to drive with own transportation or have access to other transportation
- Ability to work at varied pace and meet all deadlines
- Ability to lift 50 pounds – books, boxes, totes

The above is intended to describe the general content of and requirements for the performance of this position. It is not to be construed as an exhaustive list of duties, responsibilities, and requirements.

Reasonable accommodations may be made to enable individuals with identified and communicated ADA disabilities to perform the essential functions of this job.

*\*Although employment with the Johnson County Public Library is for a particular position at a certain location, the Library reserves the right to reassign an employee based upon the needs of the library system.*