



CHILDREN & ADULT PROGRAMMING SPECIALIST

Status: 1 Half-Time Position
Hours per Week: 25 hours per week
8:30am-1:30pm Monday-Friday
Wage: \$15.00 per hour

Closing Date: OPEN RECRUITMENT (Until filled)

Application Instructions: Applications and Job Description are available at the Kuna Library Circulation Desk and online at <https://kunalibrary.org>. Please submit applications via email to library directors at admin1@kunalibrary.org or bring completed applications to the Kuna Library circulation desk.

Description: Prepare, promote, and provide children and adult programming to Kuna Library patrons.

Planning and coordinating the following programs (specific programs assigned by supervisor):

- After the Bell
- Creative Writing
- Family Stem Events
- Fit and Fall Proof
- Homeschoolers
- Mayors Book Club
- Movie Nights
- Music and Movement
- Storytime
- Summer library
- Toddle Time

Visit www.kunalibrary.org for program descriptions

Expectations:

- Clear communication with programming supervisor and co-workers
- Attend monthly calendaring and programing meeting
- Coordinate and keep contact with volunteers
- Calendaring
- Keep accurate and current statistical reports for each program
- Prepare materials for programs
- Plan and implement program schedules and themes
- Provide shopping lists for program supplies
- Other duties as assigned