



200 N. Phelps St. Decatur, MI 49045 www.VBDL.org

POSITION OPENING

Districtwide Program Coordinator

The Van Buren District Library is seeking a dynamic, outgoing, experienced youth librarian or ready to inspire excellence as our new Districtwide Program Coordinator.

Duties & Responsibilities:

- Coordinating the Library District's youth programming efforts, including oversight & execution of classes & events across VBDL's seven branch locations
- Training staff in youth services programming fundamentals & best practices
- Developing an extensive set of off-the-shelf youth program resources for all VBDL locations
- Coordinating the Library District's adult programming efforts, including oversight & execution of classes & events
- Works in concert with VBDL's Public Relations Coordinator.
- Collection development and assisting library users with digital resources including Overdrive.
- Strong community collaboration and engagement skills required.

Qualifications:

- MLIS or its equivalent from an accredited library school.
- Minimum of 3 three years of library experience working with youth.

The Van Buren District Library serves 44,000 residents at seven locations in Van Buren County. Van Buren District Library headquarters is located approximately 20 miles west of the Kalamazoo area, home to Western Michigan University and a lively downtown. It is also located 40 miles east of Lake Michigan. The region is recognized for its progressive spirit and cultural attractions as well as its sandy beaches, beautiful lakes, fresh produce, and wineries.

Full job description available at: <https://www.vbdl.org/wp-content/uploads/2020/09/Districtwide-Program-Coordinator-Combined-20200922.pdf>

40 hours per week with full benefits including medical, dental, employer retirement contribution, and paid time off. Salary range: \$43,900 - \$52,100, placement dependent upon experience.

Interested individuals should send a **relevant** cover letter, resume, and professional references via email only to:

Molly Wunderlich, Assistant Director, Van Buren District Library
mwunderlich@vbdl.org

Applications accepted until 4:00 PM, October 23, 2020.