

Smithton Public Library District Now Hiring: Part-Time Program Coordinator

 **Location:** 109 S Main St, Smithton, IL  **Position Type:** Part-Time

 **Schedule, regularly scheduled 14.5 hours/week:**

- Tuesday or Wednesday, depending on library's needs: 8:45 am to 4 pm
- Thursday: 8:45 am to 4 pm
- **NOTE: Hours subject to change, based on the library's needs. Additional fill-in hours will be requested.**

Position Overview

The program coordinator will plan and execute library programming for children, teens and young adults both at the library and in the community. This person will also provide back-up at the circulation desk for library staff, as needed.

Duties Include

- Plan, organize, lead and supervise library programming for children, teens and adults as assigned by the Library Director, both at the library and in the community
- Promotes public awareness of the Library by building and maintaining relationships and partnerships with schools, community members, organizations, businesses and other related agencies
- Works directly with potential program presenters/performers and stays within budget limits
- Actively promotes library services, materials, and programs to patrons
- Completes work with speed and accuracy and handles frequent, sudden task changes effectively
- Perform collection management duties as assigned by the Library Director
- Presents monthly reports to the Library Director in a timely manner
- Provides back-up to the Smithton PLD staff operations of the Circulation Desk including answering phones, assisting patrons with general questions, reference questions, technology questions and hold requests, and overall support to ensure patrons' needs are met
- Maintain a strong working knowledge of all library systems and functions
- Attend local and regional training opportunities as assigned by the Library Director
- Willing to occasionally work hours beyond those regularly scheduled, including evenings and weekends
- Other duties as assigned

Qualifications

- Must be at least 16 years old, with reliable transportation to visit community locations as part of outreach and programming duties.
- Bachelor's degree OR a minimum of 2 years of relevant professional experience required.
- Excellent oral and written communication skills
- Ability to work with library patrons and staff in a consistently friendly and efficient manner
- Ability to work effectively as part of a team as well as independently
- Exceptional organizational, interpersonal, and decision-making skills
- Competency in using computers, office applications, and library-related software

Other Requirements

- Lift up to 20 lbs overhead and to floor level
- Stand or sit for up to 8 hours
- **Employment is contingent upon successful completion of a background check.**

Pay & Benefits

- **Hourly Pay:** \$15.00 - \$18.00 depending on education and experience
- **Benefits:** Sick Pay + Paid Time Off

How to Apply

Submit an application form **and cover letter** to: **Jenna Dauer** 109 S Main St, Smithton, IL 62285 or via email to smithtonpl@smithtonpl.org

 **Position is open until filled. (Posted 8/17/2026 JD)**

Application For Employment

Smithton Public Library District
109 S Main St, Smithton IL 62285

Please print legibly.
The application must be fully
completed (front and back)
and be accompanied by a
cover letter to be considered.

Personal Information

Name

Address	City	State	Zip
Phone Number	Email Address		

Position

Position You Are Applying For	Available Start Date	Desired Pay
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Employment Desired

☐ Full Time ☐ Part Time ☐ Seasonal/Temporary

Education

School Name	Location	Years Attended	Degree Received	Major

References

Name	Title / Relationship	Company	Phone

Employment History

Employer (1)	Job Title		Dates Employed
Work Phone	Starting Pay Rate		Ending Pay Rate
Address	City	State	Zip
Employer (2)	Job Title		Dates Employed
Work Phone	Starting Pay Rate		Ending Pay Rate
Address	City	State	Zip
Employer (3)	Job Title		Dates Employed
Work Phone	Starting Pay Rate		Ending Pay Rate
Address	City	State	Zip

Signature Disclaimer

I certify that my answers are true and complete to the best of my knowledge.
If this application leads to employment, I understand that false or misleading information in my application or interview may result in my release.

Printed Name:

Signature:

Date:
