

Circulation and Programming Coordinator

Bartram Trail Regional Library System — Thomson-McDuffie County Library

Role Details	Specifications
Position Title	Circulation and Programming Coordinator
Location	Thomson-McDuffie County Library, 338 Main Street, Thomson, GA 30824
Employment Status	Full-Time (40 hours per week; exempt; some Saturdays required)
Salary and Benefits	\$32,000.00; Health Insurance, TRS, Flexible Benefits
Reports To	Branch Manager
Department	Library Services / Circulation & Youth Services

Position Summary

Under the general supervision of the Branch Manager, the Circulation and Programming Coordinator delivers front-line patron services and oversees public programming initiatives. This dual-focused role handles essential circulation desk operations such as patron registration, material check-in/out, and technical support. This position will also include the planning, promoting, and leading of educational, creative, and literacy programs for children, young adults, and adults. Prompt, courteous, and professional service for all library patrons is the foundational priority of this position.

Key Duties & Responsibilities

Circulation & Patron Services

- Provide direct customer service at the circulation desk and other service points within the library.

- Process patron registrations, issue library cards, and manage the check-in and check-out of library materials.
- Assist patrons with computer activities, internet access, printing, faxing, scanning, and operating photocopy machines.
- Handle cash transactions, including collecting fees, making correct change, and maintaining accurate transaction records.
- Coordinates with other staff on creating a front desk schedule.
- Serves as the primary resource for staff regarding front desk procedures and operational questions.

Programming & Other Duties

- In collaboration with the Regional Children's and Youth Coordinator, plan, organize, schedule, and conduct a variety of programs across various age groups, including story times, craft sessions, movie events, and STEAM activities ect. for children, young adults, and adults.
- Design and produce engaging promotional materials, public bulletin board displays, and instructional exhibits.
- Collaborate closely with the Branch Manager and Regional Children's and Youth Coordinator to implement all aspects of the annual Summer Reading Program.
- Coordinate and conduct outreach efforts, including local childcare center visits, school tours, and community events.
- Coordinates with other programming staff on annual children's related grants.
- Maintain and organize the library craft storage room, keeping a regular inventory of program supplies.
- Work as a cooperative, adaptable team member to maintain clean and organized service areas.
- Performs other duties as assigned.

Qualifications & Job Requirements

Education & Experience

- **Education:** High school diploma or GED certificate required.
- **Experience:** Prior experience working with children and/or public clerical service experience strongly preferred.

Knowledge & Technical Skills

- Proficiency in typing, filing, basic record keeping, and numeric sorting.
- Familiarity with Windows operating systems, internet navigation, and Google Suite.

- Familiarity with or ability to readily learn the Dewey Decimal Classification System and routine library procedures.
- Strong interpersonal skills with a proven ability to communicate courteously and effectively with the general public.

Pre-Employment Requirements

- Valid Driver's License and reliable transportation.
- Successful completion of a background check, drug test, and E-Verify screening.

Physical Requirements & Working Conditions

- **Physical Movement:** Requires considerable physical activity, including frequent standing for extended periods, walking, stooping, reaching and climbing/balancing.
- **Lifting & Handling:** Ability to regularly lift and handle library materials and equipment weighing 20 to 30 lbs.
- **Equipment Operation:** Ability to push, pull, and maneuver fully loaded, wheeled book carts weighing up to 200 lbs.

Application Process

To apply for this position:

1. Visit btrl.net/employment to download the standard employment application.
2. Submit your completed application and resume via email to **thomsonl@btrl.net**.

The Bartram Trail Regional Library System is an Equal Opportunity Employer and a Drug-Free Workplace. Position open until filled.