

## **Job Posting for Adult Services Event Coordinator**

**HOURS & SALARY: Full-time, 38-hours per week, with a starting salary of \$18.10 an hour.**

Working at Laramie County Library System is about joining an award-winning organization that sets the bar for service regionally and nationally. The 2008 *Gale/Library Journal* Library of the Year, Laramie County Library System serves the people of Laramie County by encouraging and supporting lifelong learning and adventure. With nearly 385,000 annual visitors to our 103,000 sq. ft. central library, two branch libraries, and bookmobile, Laramie County Library System provides opportunities that empower everyone to reach their full potential. Come join us!

The individual in this position will have the opportunity to develop, plan and implement adult events for the library facility in Cheyenne and work collaboratively with library employees in the Burns and Pine Bluffs Branches to assist them in their planning of adult events. Events will be delivered in a variety of formats, both in-person and virtually, as well as in library facilities and various locations in the community. Although the only person in an Adult Services Event Coordinator position, the successful candidate will work closely with library colleagues in the Adult Services Division to creatively offer fun or serious, leisure or educational events, that are relevant to members of the community. The ability to grow, maintain and create partnerships throughout the community is an important aspect of the position. As part of the Adult Services Division, the individual in this position will be trained as a Reference Specialist and work directly with the public on the Ask Here Desk on the third floor of the library several hours a week.

This is a position that has been vacant for several months and is now a full time position. The position was previously in a different division of the library so will be new to the Adult Services Division. Being responsible for all adult events, though new, fits in with the events that this division has long been responsible for relating to supporting businesses and providing genealogy research training. Working in a team environment, not all events will be planned and/or conducted by the Adult Services Event Coordinator. It is an exciting time to join the Adult Services team. Currently all programs are virtual with anticipation of in-person events resuming in the fall of 2021. A background in event planning or education will be important to success.

### **MINIMUM REQUIREMENTS**

Bachelor's or Master's degree from an accredited organization AND 2 years of relevant experience working with adults or the general public OR the equivalent combination of education and experience.

### **SELECTION PROCESS**

**The application deadline is Wednesday, February 24, 2021 at 12:00 p.m.** Interested applicants are encouraged to apply by completing a *Laramie County Library System Application for Employment* (available at [www.lclsonline.org/work](http://www.lclsonline.org/work)) and uploading a cover letter and résumé. The hiring committee will contact applicants who are selected for further testing or interviews. As a courtesy, we notify all applicants by mail when a position is filled. Hiring is contingent on a post-offer criminal history background check.

## WORK SCHEDULE

The schedule consists of day, weekend and evening hours. **Anyone who works for the library must be willing to work anytime the library is open.** *Laramie County Library* (Cheyenne) hours are Monday – Thursday 10:00 a.m. to 9:00 p.m., Friday and Saturday 10:00 a.m. to 6:00 p.m., and Sunday 1:00 p.m. to 5:00 p.m. All library employees are scheduled to attend monthly staff meetings.

### SAMPLE SCHEDULE: 38-hours

|         | MON                            | TUE                            | WED                            | THU                            | FRI                            | SAT                            | SUN |
|---------|--------------------------------|--------------------------------|--------------------------------|--------------------------------|--------------------------------|--------------------------------|-----|
| Week #1 | 9:00am –<br>6:00pm<br>(8 hrs.) | 1:00pm –<br>9:00pm<br>(7 hrs.) | 1:00pm –<br>9:00pm<br>(7 hrs.) | 9:00am –<br>6:00pm<br>(8 hrs.) | 9:00am –<br>6:00pm<br>(8 hrs.) | OFF                            | OFF |
| Week #2 | 9:00am –<br>6:00pm<br>(8 hrs.) | 1:00pm –<br>9:00pm<br>(7 hrs.) | 1:00pm –<br>9:00pm<br>(7 hrs.) | 9:00am –<br>6:00pm<br>(8 hrs.) | 9:00am –<br>6:00pm<br>(8 hrs.) | OFF                            | OFF |
| Week #2 | OFF                            | 1:00pm –<br>9:00pm<br>(7 hrs.) | 1:00pm –<br>9:00pm<br>(7 hrs.) | 9:00am –<br>6:00pm<br>(8 hrs.) | 9:00am –<br>6:00pm<br>(8 hrs.) | 9:00am –<br>6:00pm<br>(8 hrs.) | OFF |

**NOTE: Due to the nature of this position, weekly schedules will vary, including changes to days off.**

## BENEFITS

Employees pay into Social Security. LCLS pays 100% for participation in the Wyoming Retirement System. The rate is currently 18.12% of gross earnings. LCLS also pays 100% of the premium for a \$25,000 term life insurance policy for the employee. This position carries holiday pay, vacation leave and sick leave. Vacation leave is accrued based on the number of hours worked, so is not a lump sum, but is earned over time. Employees are eligible to use vacation leave after six months of employment (prior commitments negotiable). For the first two years, employees earn up to two weeks of vacation leave per year. The number of weeks of vacation leave increase with years of service.

Medical insurance and a separate dental plan are available at the employee's option. LCLS pays 85% of the cost for the medical and dental insurance premiums and the employee pays the remaining 15%.

A deferred compensation plan, prepaid legal services agreement, vision coverage, and other supplemental insurance options are also available at the employee's expense. Employees may join the YMCA without an initiation fee. Employees may join the Cheyenne-Laramie County Employees Federal Credit Union.

*LCLS is an equal opportunity employer. We support and adhere to the tenets of the Americans with Disabilities Act. LCLS is an at-will employer. LCLS provides a drug-free workplace for its employees in accordance with the requirements of the US Drug-Free Workplace Act of 1988. Hiring is contingent on a post-offer background check.*

## QUESTIONS

For questions about this position, contact Elizabeth Thorson (Adult Services Manager) at [ethorson@lclsonline.org](mailto:ethorson@lclsonline.org). No phone calls, please.