

Job Posting for Adult Events 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 Library Journal 2008 Library of the Year, Laramie County Library System is a hub for engagement, literacy and learning, and lifelong curiosity and discovery. With nearly 385,000 yearly visitors to a 103,000 sq. ft. central library, two branch libraries, and bookmobile, Laramie County Library System champions a knowledgeable and engaged community.

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 Events Coordinator position, the successful candidate will work closely with library colleagues in the Adult Services division to 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 up to 12 hours a week.

This is a position that has recently been changed from part- to full-time. Until about a year ago, the position was previously in a different division of the library and is newer 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 Events Coordinator. A background in event or party planning or education and a service ethic to the public will be important to success.

MINIMUM REQUIREMENTS

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

SELECTION PROCESS

Interested applicants are encouraged to apply by completing a *Laramie County Library System Application for Employment* (available at <https://lclsonline.org/application-for-employment/> and upload a cover letter and résumé. **The application deadline is Wednesday, January 19, 2022 at 12:00 p.m.** 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 – 6:00pm (8 hrs.)	1:00pm – 9:00pm (7 hrs.)	1:00pm – 9:00pm (7 hrs.)	9:00am – 6:00pm (8 hrs.)	9:00am – 6:00pm (8 hrs.)	OFF	OFF
Week #2	9:00am – 6:00pm (8 hrs.)	1:00pm – 9:00pm (7 hrs.)	1:00pm – 9:00pm (7 hrs.)	9:00am – 6:00pm (8 hrs.)	9:00am – 6:00pm (8 hrs.)	OFF	OFF
Week #3	OFF	1:00pm – 9:00pm (7 hrs.)	1:00pm – 9:00pm (7 hrs.)	9:00am – 6:00pm (8 hrs.)	9:00am – 6:00pm (8 hrs.)	9:00am – 6:00pm (8 hrs.)	OFF

BENEFITS

Employees pay into Social Security. LCLS pays 100% for participation in the Wyoming Retirement System. The rate is currently 18.62% of gross earnings. LCLS also pays 100% of the premium for \$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. No phone calls, please.