

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

**HOURS & SALARY: Full-time 38 hours per week, with a hiring range of \$22.89 – 25.41 per 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 Adult Services Event Coordinator will 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 plan adult events in those locations. Events may be delivered both in-person and virtually, as well as various locations in 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 work a minimum of five hours weekly directly with the public on the Ask Here desk on the third floor of the library. The successful candidate will work closely with library colleagues in the Adult Services division to offer a variety of fun, serious, leisure, and educational events that are relevant to members of the community. A background in event or party planning or education and a service ethic to the public will be important to success.

This is an exciting time to work in events at LCLS as we have received a generous endowment to enhance library events and programs. These significant dollars will change the scope of events and programs the library offers. The successful candidate will need to be flexible and open to change, sharing ideas, and moving to library-wide event visioning.

### **MINIMUM REQUIREMENTS**

- Bachelor's degree from an accredited college or university and
- 2 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/work>) and upload a cover letter and résumé. **The application deadline is Sunday, April 14, 2024 at 11:59 p.m.** The hiring committee will contact applicants who are selected for interviews. As a courtesy, we notify all applicants by email 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. **Please note: the schedule changes to meet the needs of events.**

### SAMPLE SCHEDULE: 38 hours

	MON	TUE	WED	THU	FRI	SAT	SUN
Week #1	9am –6pm (8 hrs.)	10am – 6pm (7 hrs.)	9am –6pm (8 hrs.)	1pm – 9pm (7 hrs.)	9am –6pm (8 hrs.)	OFF	OFF
Week #2	OFF	10am – 6pm (7 hrs.)	9am –6pm (8 hrs.)	1pm – 9pm (7 hrs.)	9am –6pm (8 hrs.)	9am –6pm (8 hrs.)	OFF
Week #3	OFF	10am – 6pm (7 hrs.)	9am –6pm (8 hrs.)	1pm – 9pm (7 hrs.)	9am –6pm (8 hrs.)	9am –6pm (8 hrs.)	OFF
Week #4	9am –6pm (8 hrs.)	10am – 6pm (7 hrs.)	9am –6pm (8 hrs.)	1pm – 9pm (7 hrs.)	9am –6pm (8 hrs.)	OFF	OFF

## BENEFITS

- LCLS pays 100% of the employee contributions to the Wyoming Retirement System (WRS). The total rate is currently **18.62%** of gross earnings (the employee rate is 9.25% and the employer rate is 9.37% of gross earnings). WRS is a pension plan that will pay lifetime benefits, regardless of the account balance, when age and service requirements are met.
- Employees pay into Social Security.
- LCLS also pays 100% of the premium for \$25,000 term life insurance policy for the employee.
- This position receives paid time off for 13 holidays, vacation and sick leave, and an annual personal day.
- 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.