



Outreach and Programming Supervisor

FLSA Status: Non-Exempt
Reports to: Library Director

Position Summary

The Outreach and Programming Supervisor organizes outreach and programming efforts both inside the library and throughout the East Moline community and greater Quad Cities. They supervise and support three Outreach and Program staff, approve programs and supply purchases, coordinate PR and marketing for the library, and assist with staffing the reference desk as needed. Supports the Hampton Public Library District through outreach and marketing efforts.

Job Duties and Responsibilities

- Attends HPLD bi-monthly board meetings, schedules Hampton Programs, and coordinates marketing efforts for Hampton residents
- Hires, trains, and evaluates Outreach and Programming staff
- Develops, assigns, approves, and monitors programs that reflect the Library Mission and Strategic Plan
- Fosters relationships with community groups and organizations, creating outreach opportunities that align with the Library Mission and Strategic Plan
- Approves purchases and maintains the Outreach and Program budget
- Supports, advises, and coaches Outreach and Programming staff
- Ensures accuracy of program descriptions and details on the library calendar, website, newsletter, and social media; promotes outreach and programs through news and media outlets
- Assigns, approves, and creates print and digital content for all library communication
- Provides programming and outreach reports to the EMPL board of directors
- Is a member of ALA, ILA, and ABOS
- Assists with staffing the reference desk
- Other duties as assigned

Skills and Strengths

- Strong verbal and written communication; active listening
- Problem-solving and decision-making
- Planning, organization, and follow-through
- Time-management and prioritization
- Adaptable, empathetic, positive

Required Qualifications

- Bachelors degree in a related field
- Two years supervisory experience
- Experience with programming and outreach in libraries or related field
- Experience in print and digital content creation

Preferred Qualifications

- Masters of Library Science from an accredited ALA school
- Two years professional library experience
- Experience in library programming
- Experience in library outreach.

Working Conditions

- Location: Primarily scheduled to work inside the library; outside on library and neighboring property; various indoor and outdoor locations throughout East Moline and the greater Quad Cities
- Hours: Full-time at 37-39 hours a week; flexible scheduling to include at least one Saturday a month and one evening a week; additional Saturdays as needed
- Salary Range: \$28-\$32 per hour dependent upon experience and education
- Benefits: Health, vision, dental, and life insurance; vacation, sick, bonus, bereavement, and parental leave; twelve paid holidays; IMRF pension.

Physical Requirements

- Frequent standing and walking
- Lifting up to 50 pounds; pushing and pulling in excess of 75 pounds
- Bending, stooping, climbing, reaching, handling, fine manipulation skills
- Vision: near, far, and color; speaking; hearing