



Job Description

DEPARTMENT: Upper Dublin Public Library

POSITION: Programming Assistant, Community Engagement & Outreach (Part Time)

CATEGORY: Non-Exempt

SUMMARY:

A member of the Library's Community Engagement Team, the Programming Assistant supports the planning and implementation of programs designed to educate, inspire, and strengthen the community. Responsibilities include assisting in and helping to develop and execute all areas of the Library's key program priorities; developing and delivering engaging programs for all ages; building community partnerships; and conducting outreach to expand the Library's impact and accessibility.

SUPERVISION RECEIVED:

Works under the direction of the Head of Community Engagement & Outreach

ESSENTIAL FUNCTIONS:

- Assists the Head of Community Engagement & Outreach with the planning, coordination, implementation, and evaluation of library programs.
- Develops and delivers engaging educational and cultural programming that supports lifelong learning and community connection.
- Serves as a liaison to community organizations, educators, and partners to support collaborative programming within the library and at off-site locations.
- Conducts outreach to promote library programs and services and to strengthen relationships with diverse community groups.
- Assists with program logistics, including scheduling, setup, promotion, and evaluation.
- Provides excellent customer service to program participants and library users of all ages.
- Maintains accurate records and reports related to program planning, attendance, and outcomes.
- Respects and upholds the UDPL's mission/vision as well as the values outlined in the ALA Library Bill of Rights and the Freedom to Read and Freedom to View Statements.
- Establishes and maintains relationships with Upper Dublin Township Departments, local libraries, and other agencies.
- Works collaboratively with other library staff and volunteers.
- Pursues professional development and continuing education opportunities annually.

QUALIFICATIONS:

- Bachelor's Degree required.
- Experience working in public libraries or in an educational setting preferred.
- Any equivalent of experience and training that provides the required knowledge, skills and abilities.
- Accuracy and attention to detail.
- Excellent customer service skills. Effectively communicates in person, in writing, and on the telephone with a diverse population.
- Strong computer software skills, including Microsoft Office, Google Drive, and email. Familiarity with performing activities on a variety of devices, including smartphones, tablets, etc.
- Ability to work steadily.
- Ability to work with others.

- Ability to exercise good judgment, courtesy and tact when dealing with the public.
- Ability to interpret and implement library policy and explain policy to the public.
- Requires stamina and physical capability to move efficiently throughout the library and to assist with program setup and breakdown, including the arrangement and relocation of furniture such as tables and chairs.

PHYSICAL REQUIREMENTS:

The physical demands here are representative of those that must be met by an employee to successfully perform the essential functions of the position. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Employee must have the ability to:

- Maneuver and multi-task in a fast-paced environment.
- Sit, stand and walk for up to 6 hours a day.
- Bend, stoop, squat, reach above shoulder level, kneel, lift, push and pull chairs and tables, on occasion.
- Requires a valid driver's license and access to a car for outreach activities.

Note: This job description serves as a general overview of the responsibilities and qualifications expected of the Programming Assistant, Community Engagement & Outreach role at the Upper Dublin Public Library. Specific duties may vary and additional tasks may be assigned as per the needs of the department and organization.

AN EQUAL EMPLOYMENT OPPORTUNITY EMPLOYER 12/17/2025