



City of Monrovia, Department of Community Services
Monrovia Public Library

Adult Programming Committee Job Description

Importance of Position

The library provides many services to enrich the community ranging from book check-out on virtually any subject to music CDs to computer use to programs that encourage and promote life-long learning. Adult Services offers programs free to the public on a variety of topics, including cultural programming, job search guidance, computer classes, programming oriented to Baby Boomers, as well as author talks and book discussions.

Qualifications

Volunteers and staff on the Adult Programming Committee should be familiar with the cultural and educational interests of the community. It would be helpful for Programming Committee members to have a wide social network which might contain potential presenters and program attendees. Volunteers on the committee must already be volunteering at the Library and have demonstrated responsibility and follow-through. The Adult Programming Committee will be comprised of 5 – 6 volunteers and staff.

Responsibilities of Committee

- 📖 Brainstorm potential programs.
- 📖 Secure presenters and set appropriate dates for events.
- 📖 Market events through fliers, press releases, social media, and networking.
- 📖 Coordinate logistics on day of event.
- 📖 Maintain records.

Responsible to

Linda Granicy, Senior Librarian for Adult Services, 626-256-8253 or lgranicy@ci.monrovia.ca.us.

Training Provided

There is a basic orientation provided by Adult Services staff, which will include an overview of special events that have been held in the past, and ideas for future events and programs.

Benefits of Volunteering

You are giving your time to build human capital by increasing the cultural and educational levels of our community. Other benefits of volunteering include training, letters of recommendation, and networking opportunities.

Time commitment

Committee members should expect to commit approximately 5 hours per month, which will include meetings, research and planning, and participation in events.

Length of commitment

We ask that volunteers be willing to dedicate at least one year to the committee so as to plan long-term for programs and see them to completion.

Grounds of Termination

- 📖 Inability to attend or to fulfill commitments, or for behavior unbecoming of the library. We expect our volunteers to be a good reflection of our services.
- 📖 Breach of confidentiality. The Library attracts patrons with a variety of needs and interests. While the Adult Programming Committee will rarely deal with some of our needier patrons, volunteers should remember that the Library is a refuge for many people and should keep interaction with patrons private.