



## **EMPLOYMENT OPPORTUNITY**

### **Adult Programming Associate, Full-Time**

**DATE OF POSTING:** October 6, 2025

**LOCATION:** Based in Springboro, but will travel to main branch and other community locations

**SCHEDULE:** The Library operates seven (7) days a week and requires staff members to work evenings, weekends, and holidays.

**POSITION SUMMARY:** The Adult Programming Associate creates, implements, and presents agency and community programs for adults. Performs collection development for the library system through purchasing video games, weeding the adult collection, and other areas as assigned. Maintains and tracks budgets. Network and collaborate with community organizations. Coordinates organization of online meeting room applications and ensures accuracy of meeting room calendar. Demonstrates a high degree of comfort with technology and the ability to learn and apply new skills. Performs a variety of standard clerical and professional duties, including routine library tasks directly related to computerized procedures, including checking library materials in and out; collecting library fines and fees; issuing library cards; assisting patrons in use of library catalog; assisting patrons with reference and reader advisory needs; responding to routine inquiries regarding library policies and procedures; shelving and straightening materials; other duties as assigned.

**QUALIFICATIONS AND REQUIREMENTS:** Bachelor's degree, or a combination of training and experience that provides the required knowledge, skills, and abilities. Experience working in a public services unit of a public library, proficient in the use of library catalogs and library circulation systems, experience working with adults, preferred. Effective verbal and written communication skills. Ability to speak before groups to promote the Library. Must be punctual and have regular, predictable, physical attendance. Present the Franklin-Springboro Public Library and its services positively and adhere to best practices as established by the Library.

**BENEFITS:** This is a full-time non-exempt position. The hourly pay rate for this position is \$18.00 – \$20.00, depending on qualifications. Benefits include sick and vacation leave, health, dental, vision, and life insurance, and membership in the Ohio Public Employees Retirement System.

**TO APPLY:** Complete an application form available at either FSPL location or at [www.fspl.org/content/employment-opportunities](http://www.fspl.org/content/employment-opportunities). Applications may be submitted at either branch or emailed to [fspl@fspl.org](mailto:fspl@fspl.org).

**DEADLINE:** Position will remain open until filled.

**The Franklin-Springboro Public Library is an equal opportunity employer.**

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