



**LAKE VILLA DISTRICT LIBRARY**  
**Job Description**

<b>JOB TITLE</b>	<b>DEPARTMENT</b>	<b>PAY GRADE</b>
Learning and Development Coordinator	Administration	9
<b>CLASSIFICATION</b>	<b>SCHEDULE</b>	<b>REPORTS TO</b>
Full-Time Exempt	Business hours: Evenings and Weekends as Needed	Director

**POSITION SUMMARY**

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Under the guidance of the library Director, the Learning and Development Coordinator strives to improve the staff and volunteer experience. The LDC orientates all staff and volunteers through thorough onboarding process; provides consistent, meaningful, and timely learning and development opportunities; and assists in intentionally shepherding the culture of the library.

This position is part of the Library’s leadership team.

**ESSENTIAL RESPONSIBILITIES**

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**Staff Learning and Development**

- Performs library-wide staff learning needs assessments.
- Develops need-based, outcome focused curriculum/s; leads and/or facilitates instruction including legally required trainings.
- Orientates and onboards new staff members; supports HR library functions.
- Creates, obtains, and adapts training materials to library needs.
- Coaches and partners with managers, supervisors, and others aimed at assisting in employee development.
- Individually supports all staff on learning goals.
- Plans, organizes and facilitates large and small learning opportunities.
- Measures, evaluates, reflects and reports on staff learning opportunities.
- Organizes staff training days.
- Along with Administration, manages staff attendance of conference and other external learning opportunities; supervises learning and continuing education budget.
- Select and administer library learning management system.

**Volunteer Supervision**

- Explores available opportunities and needs for volunteers.
- Interviews and selects appropriate volunteers; terminates volunteers as necessary.
- Assigns volunteers applicants to appropriate tasks.

- Coordinates all of the volunteer experience including maintaining files, records, applications, drafting job descriptions, best practices, etc.
- Seeks partnerships with volunteer organizations.
- Coordinate volunteer recognition and appreciation events and activities.

#### Other

- Serves on library committees.
- Leads and participates in special projects including library wide objectives.
- Participates in the development and implementation of library policies, initiatives and procedures and monitors compliance.

#### **KNOWLEDGE / SKILLS / ABILITIES**

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- Experience in project management and strategic thinking.
- Strong understanding and interest in organizational culture and organizational citizenship.
- Knowledge of adult learning theory.
- Proficiency with Microsoft Word, Excel, Outlook, and PowerPoint and other technologies.
- Strong presentation and facilitation skills.
- Growth mindset and excellent listener; exemplary interpersonal skills.
- Ability to use/manage a variety of multimedia learning platforms.
- Ability to exercise initiative, work independently, use strong judgement and possess decision making and problem-solving skills.
- Demonstrates strong organizational skills, can set priorities, and manage multiple projects simultaneously.
- Commitment and desire to provide excellent service to library staff and patrons.
- Ability to deal courteously and diplomatically with the public.
- Excellent communication skills orally and in writing.
- Ability to follow directions and to complete tasks.
- Ability to use good judgment in making decisions and referring question to appropriate staff members.
- Knowledge library resources, practices, and procedures.
- Ability to establish and maintain harmonious working relationships.
- Supports LVDL's mission and demonstrates commitment to Library's core values.

#### **QUALIFICATIONS**

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- Bachelor's degree required
- Master's degree in relevant field preferred
- 2 years of experience in instructional design
- At least 1 year of experience working in a library
- Access to transportation

**Physical Requirements** (Requests for reasonable accommodations to these requirements may be considered):

- Ability to see, walk, sit, talk, and hear.
- Frequently required to bend, stoop, kneel and crouch.
- Physical dexterity to reach shelves of various heights.
- Ability to lift, and carry up to 40 pounds and push items of 150 pounds or higher, while utilizing a cart.
- Ability to read, write, and communicate fluently in English.
- Ability to walk from one area of the library to another.

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**ACKNOWLEDGEMENT**

I understand this job description and its requirements and responsibilities required to fulfill the position. I also understand that the job functions may change as needs evolve.

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Employee's Signature

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Date