

Cross' Mills Public Library, a busy rural library in Charlestown, Rhode Island, is seeking a Community Learning Center Coordinator for our new grant-funded Community Learning Center spaces.

This is a part-time position, 5-10 hours per week, with occasional weekend and evening hours.

Under the general supervision of the Library Director, the Community Learning Center Coordinator (CLCC) is responsible for organizing the day-to-day activities of the Learning Center. This includes the implementation of the Learning Center's goals and objectives, as well as establishing and executing relevant policies and procedures. The CLCC will also participate in outreach to promote programs and services, and further build relationships within the community.

- Oversees the Learning Center, monitoring that area of the library for general patron needs
- Manages the schedule and booking for reservable spaces including the Meeting Room, conference room, and private study spaces.
- Collaborates with schools, town departments, and other local entities to identify community needs in the areas of health, technology, education, and employment and work towards providing for those needs
- Assists patrons with the technical side of attending telehealth appointments in the private study rooms
- Assists patrons with the technical side of job searching online and filling out online applications
- Provides one-on-one tech help by appointment
- Plans, markets, and teaches technology classes
- Plans, market, and teaches or arranges presenters for workforce or education programs
- Collects data on community learning center activities
- Performs other duties as assigned and consistent with this position.

Qualified candidates will have:

- A positive, service-oriented attitude and excellent customer skills
- MLIS from an ALA-accredited program is preferred; master's or bachelor's degree from an accredited institution with relevant professional experience, coursework, internships, or volunteer work also considered
- Experience working in a library setting is a plus.
- Excellent interpersonal communication skills
- Working knowledge with the operation of standard office equipment including, but not limited to: computer (desktop, laptop, tablet); computer related peripheral equipment; Microsoft Office and Google Docs
- Ability to lift and move materials and furniture as required

Wage range starts at \$25-\$30/hour. To apply, please send letter of interest, resume, and three references to [sarah@crossmills.org](mailto:sarah@crossmills.org). Applications received by April 17th, 2026 will receive first consideration.