Job Description

Book Discussion Group Coordinator

Department: Adult Services

Mission: Expand Minds & Build Community

Reports to: Adult Programming Coordinator

Description: Assists Adult Programming staff in planning and promoting book discussion series.

Qualifications:
- Minimum age of 18
- Available at least twice a month
- Good communication skills
- Knowledge of popular materials
- Ability to facilitate a discussion with a group of 2-15 people
- Commitment to schedule time / promptness

Responsibilities:
- Help Adult Programming staff coordinate a book group
- Help to select books, research authors, develop discussion questions
- Lead a book discussion once a month

Length of Commitment:
- 4-6 months requested

Time Commitment:
- 6-12 hours per month