



701 Goode St.

Bristol, VA 24201

## 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