



Job Description

Send cover letter, resume and 3 references to cari@clearviewlibrary.org by January 4, 2018

JOB TITLE	Outreach Assistant
DEPARTMENT	Outreach
REPORTS TO	Public Services Manager & Outreach Supervisor
HOURS	Approximately 16-18 hours/week, M-Th, including one evening. Occasional, additional substitute hours available on weekends.
PAY	\$16.00/hour

JOB SUMMARY

Initiates, plans and conducts informative and entertaining programs and outreach events to encourage the use of the library by people of all ages, primarily middle school aged children as well as young children and their caregivers. Drives the Bookmobile or a personal vehicle to locations within the community to assist patrons with information requests, material check in and out, and programming. Performs a variety of library tasks that contribute to the successful running of the Mobile and Outreach Services Department.

Work is generally well-defined and performed under indirect supervision. Position functions independently on routine Bookmobile work as well as program planning. Assist other employees with routine or unusual tasks that may require the use of new approaches or independent thinking. Maintains and cultivates communication with the public, schools, and community organizations

ESSENTIAL DUTIES AND RESPONSIBILITIES

- Provide excellent customer service to all who use library services, whether in the library, on the Bookmobile, or in outreach storytimes and programs. Assist with and update patron accounts, provide suggestions to readers, train customers on the use of the library catalog, and on how to locate items. Offer customer assistance on the use databases, or electronic devices.
- Ability to plan and conduct enriching, engaging story times and/or programming for children of all ages, but especially little children (storytimes) and middle-school aged children passive and active programming).
- May be called upon to staff special events in the school or community with or without the Bookmobile; these shifts will require providing reader's advisory and circulation services.
- Works to maintain current, useful and appealing collection on the Bookmobile
- Performs Bookmobile maintenance checks and drives the Bookmobile safely.

- May support marketing and outreach efforts by creating posters, book, or other displays. Support library programs and group meetings (e.g., Bookmobile Day, Children’s Services, Public Services Department, etc.).

ADDITIONAL DUTIES AND RESPONSIBILITIES

- May be called upon to participate in or provide cross training and support for other areas on occasion.
- Perform other duties and responsibilities as assigned.

KNOWLEDGE, SKILLS, AND ABILITIES

- Experience working with children of all ages required.
- Storytime and/or programming experience in a library setting preferred.
- Reader’s advisory services experience, especially with youth material, preferred.
- Dedicated to the mission and strategic direction of Clearview Library District.
- Demonstrated ability to think logically, exercise initiative, and act in the best interest of the library.
- Effective at working with a wide range of constituencies.
- Good oral and written communication and social skills.
- Team player

EDUCATION, EXPERIENCE AND MINIMUM REQUIREMENTS

- Requires a two-year college degree or equivalent coursework and/or an equivalent amount of experience.
- Must have valid Colorado driver’s license with good driving record.

PHYSICAL DEMANDS / WORK ENVIRONMENT

Physical Demands: Position requires being up and moving around the library and, at times, sitting at work desk. The job requires the ability to drive a large vehicle as well as stooping, bending, squatting, stretching, assembling a mobile book cart, pushing a fully loaded book cart (approx. 200 lbs), and loading materials into a vehicle. Ability to lift up to 50 pounds may be required. Position may involve being in various weather elements at events, with the Bookmobile or personal vehicle.

Work environment: Professional and service-oriented work environment, open to the public throughout the week including nights and weekends. Environment is welcoming, inspiring, creative, and team-oriented.

*The above description and statements are intended to describe the general nature and level of work being performed by the employee. They do not represent an exhaustive list of **all** job related responsibilities and duties performed or expected of the employee.*

Revision: 12/2018