

POSITION DESCRIPTION

Position Title: COMMUNITY OUTREACH COORDINATOR	
Reports to: Head Librarian	Last Revision: 8/2022

NATURE OF WORK:

The Community Outreach person strives to provide equitable access to library services to all members of the community by identifying under-served and at-risk populations, learning their needs, and developing and providing needed programs and services. Responsibilities include presenting programs for all ages in a variety of non-library locations. The Community Outreach person will also routinely assist in coverage of the Information Desk at the Willis L. Miller Library. Hours include nights and weekends.

ESSENTIAL POSITION FUNCTIONS:

- 1 Initiates, plans, and conducts community outreach services at a variety of locations including, but not limited to schools, businesses, organizations, and other community events.
- 2 Serves as an advocate of the library, aids in the execution of the library's guiding statements, represents the library to the community, and participates in publicity, community relations, and special events.
- 3 Adopts a community mindset and develops and maintains effective relationships and partnerships with local agencies to identify community needs and provide appropriate programs and services to underserved and at-risk community.
- 4 Assists in promoting library use, and helps create lifelong library users.
- 5 Works cooperatively with library staff to develop, plan and present for all ages innovative programs, classes and events in library and non-library locations.
- 6 Assists in developing and implementing goals, objectives, policies, procedures and work standards for library outreach and literacy activities. Makes recommendations for improved service delivery.
- 7 Responsible for maintaining budget expenditures to stay within the appropriate levels as assigned.
- 8 Researches, writes, acquires and administers grants to support library outreach programming.
- 9 Prepares and presents information about library services to community groups.
- 10 Provides instruction and information about the library, library services and events.
- 11 Maintains a thorough knowledge of books written for children, teens and adults and makes suggestions to patrons based on reader needs and interests.
- 12 Prepares handouts, educational aids, book lists and programming materials.
- 13 Maintains a calendar of events. Compiles data and prepares statistics for reports. Pursues and applies for grants.
- 14 Participates in a regular rotation of evening and/or weekend hours at the Willis L. Miller Library.
- 15 Serves as librarian-in-charge, as assigned.
- 16 Serves as occasional substitute at SGRL library branches.

- 17 Maintains and increases skills while keeping abreast of current developments in the library field through continuing education, professional reading, workshops and conferences.
- 18 Requires frequent travel in the library system service area to provide outreach services.
- 19 Performs additional duties as assigned.

REQUIRED QUALIFICATIONS:

Education, Training and/or Experience

Completion of course work equivalent to the academic requirements of a High School diploma or G.E.D. equivalent (Bachelor's degree preferred); and two (2) years library, retail with customer service experience, or related experience; or an equivalent combination of education and experience sufficient to successfully perform the essential duties of the job such as those listed above.

Knowledge, Skills, Abilities and Personal Characteristics

- 1 Ability to identify and translate community needs and interests into effective library services and programs.
- 2 Knowledge of literature, materials, and library services related to children and young adults.
- 3 Ability to communicate effectively with others orally and in writing, including through email.
- 4 Provides outstanding customer service. Ability to tactfully and courteously interact with the public.
- 5 Demonstrates a positive attitude, self-motivation, and supports library goals and objectives.
- 6 Maintains current knowledge of and the ability to adhere and uphold organizational policies, procedures, guidelines, and operations.
- 7 Participates in continuing education and skill development. Attends training, workshops, conferences, and other continuing education assigned by supervisor.
- 8 Ability to maintain confidentiality and use appropriate judgment in handling information and records.
- 9 Ability to work accurately with attention to detail.
- 10 Working knowledge of traditional and electronic resources including web sites and databases; excellent online searching skills.
- 11 Ability to deliver programs and speak before groups.

PHYSICAL DEMANDS:

Ability to sit and use computer for extended periods and operate standard office equipment, daily

Ability to lift and move up to fifty (50) pounds, daily

Ability to push book trucks with up to 150 pounds of materials on them, daily

Ability to stand for extended periods, daily

Ability to perform repeated grasping, reaching, bending, climbing and squatting, daily

Travel by automobile is required frequently