



Campbell County Public Library
Employment Opportunity Posting
Posted August 27, 2024

JOB OPPORTUNITY

JOB TITLE: Outreach Services Assistant

WORKSTATION: Newport (Outreach)

SCHEDULE: M-F 8:30a-5:00p (some evening and weekend flexibility needed)
(40 hours a week).

DUTIES: Job description attached.

QUALIFICATIONS: Please see job description for other requirements.

COMPENSATION: \$15.50 per hour

CLOSING DATE: Applications will be accepted until September 15th, 2024

TO APPLY: Apply online: <http://www.cc-pl.org/about-the-library/job-openings>



Outreach Services Assistant

REPORTS TO:	Early Literacy Outreach Librarian
JOB CLASSIFICATION:	4
STATUS:	Non-exempt
REVISED:	27 Aug 2024

BASIC FUNCTION:

Under the general direction of the Early Literacy Outreach Librarian, the Outreach Services Assistant performs specialized tasks related to providing library outreach and literacy services to children and adults. The Outreach Services Assistant conducts offsite programming to children through agencies such as schools and childcare centers as well as children situated with in-home childcare providers, and programming to adults in senior living facilities. The Outreach Services Assistant also performs other tasks as necessary to encourage the use of the library by patrons of all ages. Duties require independent judgment and independent action. The Outreach Services Assistant interacts extensively with the public and other staff members.

The library expects all employees to observe and develop our core values of: Motivation, Positive Attitude, Respect for Others, Strong Commitment to Customer Service, Sense of Humor, Integrity, Honesty, Tolerance and Flexibility.

RESPONSIBILITIES:

- Assist in planning, conducting, and promoting programs and community outreach services for children, including early literacy activities designed to promote school readiness and parent educational sessions.
- Actively carry out activities at a variety of venues, indoors and outdoors.
- Organize, maintain, prepare, and order materials utilized for crafts and activities.
- Create and perform storytelling and other activities, book clubs, technology training, and other programs, talking/reading aloud to groups for 30-45 minutes multiple times a day.
- Select and deliver themed collections to outreach sites.
- Promote outreach services including The Book Bus, Talking Book Library, Imagination Library, books by mail, and standard outreach services.
- Assist with the creation of monthly narrative and statistical reports of the position's activities.
- Assist with the library's summer reading program.
- Assist children's staff with on-site programming and special events.
- May be required to drive and provide library services and/or programs on larger library vehicles.
- Serve on committees as assigned by the Library Director.
- Perform other duties as assigned.

EXPERIENCE AND EDUCATIONAL REQUIREMENTS:

- Bachelor's degree or combination of post-secondary education and relevant work experience.
- Experience with children's programming and/or children's literature preferred.

- Knowledge of social emotional development in children ages birth to twelve and experience working culturally and economically diverse families.
- Experience working with older adults, people with long-term illness, or disabled persons is preferred.
- Knowledge of library principles and practices and the ability to put them into practice.
- Demonstrated ability to use one's time efficiently and productively.
- Basic computer experience with standard office software, including Microsoft Office products, email, and internet usage.
- Valid driver's license and satisfactory driving history. Personal transportation that can be used for business travel is required.

PHYSICAL DEMANDS:

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Individuals may need to sit or stand for extended periods. Manual dexterity to manipulate library materials required. Ability to communicate orally and in writing effectively. Work extensive hours at the computer screen. Reaching above shoulder height, below the waist or lifting as required to file documents or store materials throughout the workday. Ability to do repetitive tasks with speed and accuracy. Employee may need to carry, push, pull, or lift up to 30 pounds. Proper lifting techniques required. Push and pull fully loaded (50-100 pounds) book trucks. Ability to work under pressure, coordinating multiple responsibilities simultaneously, and meet firm deadlines.

The job description is not a contract between the library and the employee. The Campbell County Public Library is an at will employer. The job description duties may be changed at the discretion of the library and/or the library may request the employee to perform duties that are not listed on the job description.

ACCEPTED BY:

Employee: _____ Date: _____

Supervisor: _____ Date: _____