



Job Description Outreach Librarian

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| Job Classification: | Librarian I |
| Department: | Teen/Adult Services |
| Job Title: | Outreach Librarian |
| FLSA Status: | Non-Exempt |
| Reports to: | Teen/Adult Services Department Head |
| Supervises: | N/A |
| Pay Grade: | 6 |

JOB SUMMARY

Assists in the management and delivery of the various services offered to teens and adults both inside and outside of the library including, but not limited to, reference services and program offerings. Visits homebound patrons, assisted living facilities, and other community partners in order to promote use of library services amongst underserved portions of the Library's service area. Seeks out new community partnerships and maintains relationships and channels of communication with current partners.

ESSENTIAL DUTIES AND RESPONSIBILITIES

- Staffs the Teen and Adult Services reference desk and provides excellent customer service.
- Assists patrons in locating and selecting appropriate materials and information.
- Assists patrons in the use of a variety of resources, including the Library's catalog, electronic databases, and technology.
- Plans and implements, as part of a team, Library programming for adults.
- Participates in the selection and collection development of materials for Book Club Boxes and other specialized collections.
- Selects, loads, and delivers a personalized selection of library materials to homebound patrons.
- Selects, loads, and delivers a collection of library materials to assisted living facilities in the community.
- Processes incoming and outgoing materials and maintains patron accounts for off-site patrons.

- Reads book reviews, researches literary sites, and reads books to find appropriate book club selections for senior book clubs and outreach patrons in the community.
- Maintains and cultivates community partnerships.
- Communicates effectively with Library staff and participates in interdepartmental projects.
- Participates in professional conferences, workshops, and training.
- Assists with various tasks and committees that contribute to the successful operation of the Department and the Library.

The intent of this job description is to provide a representative summary of the major duties and responsibilities of the position. There may be other duties as assigned.

QUALIFICATIONS:

- Required: Indiana State Library Librarian Certification Level 3 or above or the ability to attain one within 6 months
- Required: Master's of Library/Information Science from an ALA-accredited University
- Required: Ability to work with Windows-based software programs
- Required: A valid driver's license, and motor vehicle record in good standing
- Preferred: Previous experience working in a public library
- Preferred: Previous experience working with seniors

To perform this job successfully, the job candidate must be able to perform each essential function satisfactorily, either with or without a reasonable accommodation.

PHYSICAL DEMANDS

Frequently: reading, writing, eye-hand coordination, hearing, seeing, talking, sitting, walking, pushing, carrying, and pulling up to 50 lbs., bending and squatting.