

THE GARNET A. WILSON
PUBLIC LIBRARY OF PIKE COUNTY

JOB DESCRIPTION

Adult Outreach Specialist

SUMMARY:

An adult outreach specialist coordinates outreach activities to adults with needs ranging from homebound patrons and residents of care facilities to local businesses and community organizations.

MINIMUM QUALIFICATIONS:

- High School diploma or equivalent
- Two to five years library experience desirable
- Valid driver's license, access to reliable transportation, and willingness to travel within the county as needed
- Clean driving record
- Excellent interpersonal skills

REQUIRED KNOWLEDGE, SKILLS, AND ABILITIES:

- Demonstrated behaviors that match the library's core values: positive approach, dependability, team-oriented, takes initiative/accountability, and professionalism
- Creative; proficient with computers; works well with people
- Ability to communicate effectively and concisely, orally and writing
- Mobility to maneuver loaded book trucks and stand for extended period of time
- Adequate strength to move boxes, furniture or equipment and lift 40 pounds
- Ability to stoop and stretch in order to retrieve or shelve materials on 7 ft. shelving
- Ability to maintain emotional balance in all types of situations
- Ability and willingness to work evenings and weekends
- Willingness to work longer than an 8-hour day and at various library locations as needed

RESPONSIBILITIES & DUTIES:

- Coordinates outreach to adults and mentors team members in support of these services
- Drives the Outreach Van for community stops as assigned
- Facilitates the work of public service teams to promote efficient library operations
- Works with nursing homes and homebound to facilitate adult access to library resources
- Facilitates access to resources for local businesses and governmental agencies
- Makes recommendations for the library collection for adults
- Maintains knowledge of library procedures, including opening and closing routines
- Participates in routine library tasks such as circulation, reference, and shelving
- Assists borrowers in finding information, answering questions, and placing holds
- Maintains a working knowledge of computers and instructs patrons in usage
- Assists with packing cargo Mondays, Wednesdays, and Fridays on top of other assigned duties
- Other duties as required

Hourly Wage: \$12.00/hour –40 hours/week
SUPERVISED BY: Executive Director or designee