

Program & Outreach Librarian

Departmental Team: Program & Outreach Services

Reports to: Program Services Supervisor

FLSA Status: Non-Exempt

Hours of Work: 40 Hours /week. Full-time Benefits, including potential workforce housing

Salary Range: \$15.50 - \$17.50 / hour

Strategic Focus: Enable lifelong learning and a greater sense of community

Summary: You are creative, tech-savvy, community focused, and accountable. As part of a team, you deliver programs and outreach services to fulfill the library's strategic plan and you communicate effectively with curious patrons of all ages. Library experience a plus. Bilingual a plus. Must be able to work days, evenings and weekends.

Closing Date: 5 pm, Wednesday, April 24, 2019

Procedure for Application: Review full job description and apply at www.estesvalleylibrary.org. Only online applications with attached cover letter and resume will be accepted. EEO

Summary Description

Under the direction of the Program Services Supervisor, the Program & Outreach Librarian delivers services that fulfill the library's strategic plan: to enable lifelong learning, civic engagement and shared literary experiences.

Program & Outreach Librarian is a natural leader who partners with local and regional experts. S/he helps to make the library the go-to place for teens and adults to develop literacy skills in all forms: traditional, digital, and more. S/he is creative, tech-savvy, community focused, and accountable. S/he works closely with the Program & Outreach Services team to effectively promote and deliver all library program efforts. S/he enjoys extensive public interaction as the welcoming host of library programs and partners in celebrations of civic life and village events.

Essential Functions

65% - Program planning and delivery

- Plans and implements thematic programs, presentations and workshops that create participatory experiences for patrons of all ages.
- Works many programs alone as the sole, lead librarian. Teams up with the other Program & Outreach Librarians for occasional higher impact programs, with responsibility for some or all of the following:

LIFELONG LEARNING:

- o Enables program participants to prepare for problem-solving and critical life choices, eg:, financial literacy, college and career readiness, tech literacy.
- o Ability to teach staff and patrons the core competencies of tech literacy, eg: software, hardware, apps, digital collections, social media, Internet safety, etc.
- o Teaches “lost arts” and hands-on creativity using Library’s Makerspace, eg: playing music, using hand tools, basic repairs, sewing, fine and fiber arts, digitizing, 3D design and printing, graphic design, coding, electronics, etc.

SENSE OF COMMUNITY:

- o Engages community members in current affairs and decision-making.
- Interacts with a variety of age groups, with a special focus on teens to older adults; offers in-house programs and outreach events to reach underserved populations.
- Meets with community partners; forms partnerships, participates in local initiatives.
- Works effectively as part of the Program & Outreach Services team, covering occasional programs and events outside of direct responsibility, including Early Literacy. Collaborates frequently with other staff.

15% - Promotion and Marketing

- Effectively communicates with program attendees, library stakeholders and potential donors.
- Writes and delivers weekly, monthly and seasonal PR materials.
- Creates digital content and effective social media marketing.
- Occasional graphic design work.

10% - Assessment and Reporting

- Implements services that meet strategic needs in the community, and continually refines the programs offered in response to participant feedback, program evaluations, and community surveys.
- Gathers and evaluates qualitative and quantitative use statistics to measure level of success in meeting objectives.
- Reports monthly and annual program and outreach services data that include inputs, outputs and outcomes, using basic metrics and methodologies.
- Monitors budget and program supplies.

10%- Other duties

- Attends and actively participates in staff meetings, professional workshops and conferences.
- Regular and predictable attendance in the workplace.
- Stays current on Library policies, processes, procedures and technologies required to perform work duties.
- Other related duties as assigned.

Knowledge, Skills & Abilities

Technical Skills

Collaboration

- Collaborates with team members in planning, decision-making, facilitating and process improvement and takes responsibility for team activities. Accepts feedback from others.

Communication / Teaching

- Effectively provides instruction.
- Demonstrates excellent group presentation skills.
- Maintains confidentiality in interactions with customers, vendors and staff.

Planning / Organizational Skills

- Prioritizes and multi-tasks, based on strategic goals and objectives.
- Dependably completes tasks on time.
- Strong organizational skills, with proven attention to detail and follow-through.
- Work is performed with considerable independent judgment and initiative to meet objectives.
- Follows instructions, responds to management direction.
- Aligns work with strategic goals.
- Sets measurable objectives.
- Develops successful project plans.
- Collects and researches data.

Professional

- Effectively manages difficult patron situations.
- Shows respect and sensitivity for cultural differences.
- Focuses on solutions when resolving conflicts.
- Strong sense of integrity and commitment to act ethically in varying situations.
- Strives to increase productivity.
- Applies feedback to improve performance.

Technology

- Tech literate and a willingness to learn and engage with new software and hardware.
- Ability to teach core competencies of tech literacy, eg: software, hardware, apps, digital collections, social media, managing photographs, and Internet safety.

Interpersonal / Hospitality Skills

- Ability to get along well and to cooperate with others - Enjoys working on a team.
- Ability to be reliable, sincere, competent, and caring - Builds trust.
- Ability to behave with optimism by thinking through choices and multiple perspectives - Optimistic.
- Ability to manage time wisely, own mistakes and persist in the face of challenge and change - Strong work ethic.
- Ability to be aware of and express own feelings and to handle interpersonal relationships empathetically - Emotional intelligence.
- Ability to accept responsibility and account for own actions – Accountable.

Education & Experience

This position requires a combination of education, formal training, and work experience that produces the knowledge, skills, and ability to perform the position's essential duties and responsibilities.

- Bachelor's degree from four-year college or university; or one to two years' related experience and/or training; or equivalent combination of education and experience.

- Tech literate, Fluent written and spoken English; Bilingual in Spanish a plus.
- Extensive lesson planning, instruction and/or presentation experience.
- Valid Colorado driver's license and insurance.

Working Environment

- Schedule varies according to library needs. Available to work weekend, evening, and daytime hours including some holidays, sometimes on short notice.
- Performs work under typical library conditions. Frequently required to sit and talk or listen. Frequent standing, walking, and driving and other limited physical activities.
- Uses workplace technology including email, Internet, databases, social media, and other software.
- Must be able to lift and carry bags or boxes weighing up to 50 pounds. Sets up and takes down A/V and other presentation equipment.
- Drives to various outreach locations on a regular basis. Moderate physical effort required in transporting books and props, and setting up tables and chairs for programs. Some work is performed outdoors for special events.
- Regular contact is made with staff members, volunteers, vendors, organizations and the general public.

Please Note: This job description is not intended to be an exhaustive list of all duties, responsibilities, or qualifications associated with the job. Duties, responsibilities or qualifications may change at any time with or without notice.

The Estes Valley Library is an essential part of the community and an equal opportunity employer.