

Programming & Outreach Associate

Department: System-wide
Level Three – Library Associate
Part-Time: 30 HPW
Salary: \$12.37 – 19.11 per hour

Supervisor: Director
Schedule: Varied; Evenings & Saturdays required
Non-Exempt/Hourly
Date Written: March 2024

Job Summary:

The Programming & Outreach Associate will plan, conduct, and coordinate programming for adults, teens, and youth either at a library location or offsite and include driving the library's outreach van to the program site. The incumbent will also perform circulation duties on the bookmobile, Central Library, and East Branch.

Principle Duties:

- Plans and conducts programs for adults, teens, and children
- Conducts offsite outreach programs and participates in community events including driving the library's outreach van to designated program sites and community events
- Drives the library's outreach van to bookmobile stops
- Selects and delivers materials to homebound patrons
- Cultivates relationships and partnerships between the library and the Holmes County community
- Markets library programs, events, collections, and resources by creating displays, posters, and flyers
- Creates displays featuring library materials
- Performs circulation tasks on the bookmobile, Central Library, or East Branch
- Participates in library-wide initiatives and programs
- Other duties as assigned

Skills and Abilities to:

- Strong public service skills
- Ability to work with people of all ages
- Possesses excellent time management skills and adheres to deadlines
- Ability to communicate with the public and staff in person, over the phone and via email
- Work a flexible schedule
- Adapt to a changing work environment
- General computer and keyboarding skills
- Requires physical agility and strength to bend, reach, lift and carry 40 lbs occasionally and 20 lbs regularly
- Requires ability to stand up to 50% of working time

Education/Certification/Demonstrated Skill Requirements:

- High School Diploma/GED; some college coursework preferred
- At least one year of relevant work experience
- Valid Ohio Driver's license and clean drivers abstract

Working Conditions:

- Minor exposure (up to 30% of work time) to fumes, odors, dusts, oil/grease and dirt
- Some local travel
- Moderate exposure to changing temperatures and working in the outdoors (up to 50% of work time)

The above declarations are not intended to be an all-inclusive list of the duties and responsibilities of the job described, nor are they intended to be such a listing of the skills and abilities required to do the job. Rather, they are intended only to describe the general nature of the job.

Employee Signature

Date