

Paul Sawyer Public Library
Job Title: Youth Services Outreach Specialist
Reports To: Youth Services Manager

Status: Full Time; Non-Exempt
APPLICATION DEADLINE: Thursday, September 12th by 5:00 pm

Job Description

Summary: Under limited supervision and with significant latitude for independent judgement - works to provide outreach services for children (**under the age of 12**), teachers, classes and other groups. Responsible for assisting in meeting the goals of the Youth Services department. Develops and implements new and existing services that meet the needs of the community. Works extensively with the public and staff members.

Essential Duties and Responsibilities

- Serves as liaison to children and their families at community centers, social services agencies, schools, child care centers and churches; provides information about the library and outreach activities, facilities and services.
- Works to foster relationships with community organizations; develops and works with community and school contacts to promote library services; assists with the development of promotional materials and distribution strategies; delivers and distributes promotional and library materials throughout community.
- Identifies sites to serve and designs and implements procedures and practices to facilitate public service delivery in response to community needs and departmental directives.
- Provides direct outreach services to Frankfort/Franklin County community.
- Represents the library at community events.
- Collaborates with Youth Services Coordinator and leads and/or assists in the development, implementation and evaluation of new outreach services and programs targeted at families and children under 12 years old.
- Presents talks on books and programs to encourage reading.
- Provides public services including reference, readers advisory and programs.
- Plans and organizes activities such as story-hours, special events, and initiatives, etc. that are developmentally appropriate for families, children under 12 years old and community members.
- Coordinates and collaborates on special projects with the Youth Services department and other library departments or organizations.
- Assists in collection maintenance in the Youth Services department.
- Plans & develops collection and tools for outreach services.
- Creates tools for library users using technology and other methods.
- Serves as library representative at various community functions and meetings.
- Promotes the library and library services.
- Other duties as assigned.

Knowledge, Skills, and Abilities

- Knowledge of practices, procedures, techniques, material and technology used in a professional library setting, including general reference, classification, circulation, collection development and adult library services.
- Knowledge of contemporary children's literature.
- Extensive knowledge of child development with focus on **early childhood**.
- Extensive knowledge of early literacy and foundational concepts of literacy.
- Knowledge of library databases, digital collections and services.
- Extensive knowledge of Franklin County community.
- Ability to navigate the internet and other online tools, including various social media platforms.

- High energy, critical thinker with excellent analytical abilities.
- Ability to solve practical problems without supervisor intervention.
- Ability to interpret a variety of instructions furnished in written, oral, diagram, or schedule form.
- Ability to manage difficult or emotional customer situations, responding to customer needs and requests for service and assistance.
- Maintains high quality customer service skills.
- Ability to organize own work, set priorities and meet deadlines. Required to adjust schedule to work community events as well as occasional unscheduled days, evenings, or weekends depending on staffing levels.
- Ability to deal with people tactfully and effectively, establish and maintain effective working relations, and provide excellent customer service to all library patrons.
- Ability to contribute to a positive team spirit.
- Ability to develop a project from inception to implementation on time and on budget.
- Ability to balance team and individual responsibilities.
- Ability to respond objectively and with openness to the ideas of others.
- Ability to treat others with respect and consideration, regardless of status or position.
- Ability to design and present developmentally appropriate programs.
- Must follow through on commitments.
- Must be flexible and able to handle frequent interruptions.
- Must have a genuine caring and respect for children.

Education and/or Experience

Bachelor's degree plus any combination of education and experience equivalent to a Master's Degree in Library or Information Science, or a closely related field, from a graduate library school program accredited by the American Library Association; must acquire and maintain State of Kentucky Library Certification at the Paraprofessional 1 level or higher.

Must successfully complete a background check.

Language Skills

Ability to read, analyze, and interpret most documents. Ability to respond effectively to the most sensitive inquiries or complaints. Ability to use and interpret decimal numbers.

Computer Skills

To perform this job successfully, an individual must have knowledge of library databases, electronic services and digital collections, be proficient using Microsoft Office (with particular proficiency for Word, Publisher, and PowerPoint), social media, and the general internet.

Certificates, Licenses, Registrations

Current Kentucky Driver's License with clean driving record
Kentucky Library Certification or eligibility for Kentucky Library Certification

Physical Demands

While performing the duties of this job, the employee must be able to communicate information and ideas so others will understand and be able to exchange accurate information in these situations. The employee must be able to remain in a stationary position 70% of the time; move about the office and department to access computers, library materials, and other office equipment; operate a computer and other office equipment; grasp library and other materials; and position self to access library materials and other objects on low and high shelves. The employee must occasionally lift and/or move up to 30 pounds.

Paul Sawyer Public Library is committed to equal employment opportunity. The physical demands described herein 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 these essential functions.

Work Environment

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. The noise level in the work environment is usually moderate. Exposure to dust and mold; ink on printed pages; strong scents.

Schedule

37.5 hour work week. This position may require working during any of the hours that the library is open, including days and evenings. Although a weekly schedule is established, the needs of the library may require schedule changes and flexibility.

Salary

\$18.50 per hour paid on a bi-weekly basis.

Benefits:

- Medical, dental, vision and life insurance
- Supplemental benefits to include (but not limited to) short-term disability and long-term disability
- Generous paid time off plan (vacation, sick, holidays)
- Pension plan (mandatory 6% contribution) with employer contribution
- Employee assistance program
- 401k, 457, & IRA

HOW TO APPLY:

Email cover letter with résumé and completed employment application to HR@pspl.org. Completed applications and letters may also be dropped off at the front desk of the library. **NO PHONE CALLS.**