

OUTREACH LIBRARIAN – Youth Services (Full time) – Main Library

Class: L
Status: Exempt

The Boone County Public Library is seeking a dynamic Outreach Librarian to be a part of a creative and collaborative team. Under the general direction of the Outreach Manager, the Outreach Librarian is responsible for organizing and overseeing library service to children ranging in age from infants to 17 years and to their caregivers and teachers. The Outreach Librarian interacts extensively with the public and other staff members.

RESPONSIBILITIES

- Collaborate with the Outreach Manager to plan and manage youth service programs in the Outreach Department including reference, readers' advisory, and programming to support the library's mission and goals.
 - Plan, manage and participate in local community events.
 - Plan, implement, and evaluate youth outreach programs and services.
 - Promote, establish and maintain relationships with Boone County Schools and other community partners.
 - Present programs to children of all ages and their parents/caregivers.
 - Provide direct customer assistance through reference, readers' advisory and bibliographic instruction
 - Participate in the evaluation and development of children's and young adult collections
 - Prepare reports and compile statistics reflecting youth service outreach activity
 - Assist with grant writing and administering grant activities
 - Drive library vehicle to prearranged locations or personal vehicle if necessary
- Perform related duties as assigned

EDUCATION AND EXPERIENCE REQUIREMENTS

MLS/MLIS from an accredited library school or related Master's Degree in a related discipline.

3-5 years progressively more responsible professional library experience. **OR** Equivalent combination of education, training and work experience that will provide the required knowledge, skills and abilities

SKILLS AND ABILITIES:

Must qualify and maintain Kentucky Department for Libraries and Archives (KDLA) certification requirements

Knowledge of child behavior and development.

Thorough knowledge of children's and teen literature and online resources.

Familiarity with current issues, theories and trends related to library services for children and teens.

Demonstrated ability to plan and present effective children's programs.

Ability to interpret community interests, concerns and needs and to assist in developing appropriate library services and collections

Ability to establish and maintain effective working relationships within the library and the local community

Ability to work independently, set priorities, and manage multiple projects

Ability to operate a large motor vehicle

Valid driver's license and good driving record

Travel to various sites within Boone County (branches, schools, nursing homes, community centers and homes, etc)

Excellent interpersonal and communication skills; strong writing and presentation skills

Ability to effectively lead teams and chair committees

Travel among library branches and events as needed

Proficiency with technology, Microsoft Office, Google Suite, Internet, email, and various software programs

Light to medium work [lifting, pushing or pulling 20-50 lb. maximum]

Movement throughout the facility locating/retrieving materials and assisting users

Reaching, bending, kneeling and crouching to retrieve and replace library materials

Talking/reading aloud to groups for 30-45 minutes, more than one time per day

Handling and manipulating library materials; pages, cards, forms, etc.

Operating computer and audiovisual equipment

Travel to various sites within Boone County (schools, nursing homes, community centers and homes, etc)

Visual acuity sufficient to identify materials on shelving up to 90 inches in height and to read primarily typed or printed text in a variety of type size

Compensation

Starting at \$18.30 per hour, negotiable based on experience, plus an excellent benefits package including vacation and sick days and participation in the County Employees Retirement System.

Deadline for Applications:

Position will remain open until filled.

If you have the qualifications for this position, send job application, cover letter with salary requirements and resume to:

Human Resources Manager

Boone County Public Library

1786 Burlington Pike

Burlington, KY 41005

jobs@bcpl.org

fax 859-689-0410