

## **OUTREACH ASSOCIATE II – YOUTH SERVICES**

Full Time

Under the direction of the Outreach Manager, the Outreach Associate – Youth Services provides library service to children ranging in age from infants to 17 years and to their caregivers and teachers. Outreach includes but is not limited to visits to childcare centers, certified in-home providers, schools, communities, and agencies within Boone County. The Outreach Associate – Youth Services interacts extensively with the public and other staff members.

### **As an Outreach Associate, a typical date may include the following...**

- ✓ Plan, implement and evaluate youth outreach programs and activities in cooperation with the Outreach Manager
  - ✓ Provide data for reports and compile statistics reflecting community outreach activities and programs
  - ✓ Assist with promoting library services and programs through visits to schools and other agencies and participation in community events
  - ✓ Assist with selection, weeding and rotation of materials for outreach collections
  - ✓ Assist with grant writing and administration
  - ✓ Provide direct customer assistance through reference, readers' advisory and bibliographic instruction
  - ✓ Provide reference and readers' advisory services to all customers; in person and through various means of communication, using a variety of formats and sources
  - ✓ Assist customers with locating materials and using library resources
  - ✓ Drive library vehicle to prearranged locations or personal vehicle if necessary
  - ✓ Prepare displays and exhibits for Youth Service outreach events
- Perform related duties as assigned

### **This job maybe a good fit for you if you have...**

Undergraduate degree in early childhood, elementary education or related field

1 year related work experience **OR**

Equivalent combination of education, training, and work experience that will provide the required knowledge, skills and abilities

### **OTHER REQUIREMENTS**

Must qualify for library certification from the state of Kentucky

Knowledge of child behavior and development

Familiarity with children's literature

Demonstrated ability to present effective children's programs

Working knowledge of standard reference resources and materials

Ability to operate a large motor vehicle

Valid driver's license and good driving record

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

Ability to deal tactfully and effectively with the public and other staff members

Ability to work under minimal supervision

Ability to communicate effectively orally and in writing; strong presentation skills

Proficiency with computers, the Internet and various software programs

### **PHYSICAL DEMANDS**

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

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

Movement throughout the facility locating/retrieving materials and assisting users for 4-8 hour shifts

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

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

Operating computer and audiovisual equipment

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 sizes.

### **What we have to offer...**

\$14.50 per hour, Salary commensurate with education/experience. Excellent benefits package, which includes healthcare coverage at no cost to employee, and participation in the County Employees Retirement System.

**Position will remain open until filled.**

**If you have what we're looking for in this position, send cover letter, job application and resume to:**

Human Resources Manager

Boone County Public Library

1786 Burlington Pike

Burlington, KY 41005

E-mail: [jobs@bcpl.org](mailto:jobs@bcpl.org)

Fax 859-689-0410