

Job Description

POSITION: School Outreach Specialist

LOCATION: TBD

HOURS OF WORK: Full-time/minimum of 40 hours per week. Evening and Saturday shifts will be required (hours subject to change).

BENEFITS: As specified in the latest edition of the staff handbook or as amended by the Board of Trustees.

CERTIFICATION: LC5

PAY: \$18.00-\$23.00 per hour, based upon education and experience

DIRECT SUPERVISOR: Youth Services Coordinator

SUMMARY: This position serves as the library's representative, in collaboration with our programming department, to provide library services to our school community, as well as supervision of Youth Services area at a branch. Responsibilities include serving as liaison to area schools, marketing library services at school and community events, providing curriculum support to teachers, and participating in class visits.

QUALIFICATIONS AND WORK SKILLS:

Required:

1. (1) An MLS degree from an ALA-accredited library school OR (2) B.S. degree in Education or teacher certification (and must complete three library courses within three years)
2. Experience in K-12 schools
3. Ability to multi-task
4. Ability to work with a variety of electronic devices and computer applications
5. Experience managing projects
6. Excellent oral and written communication skills
7. Valid driver's license and must be insurable by MPHPL; position requires frequent travel within the local area

RESPONSIBILITIES AND DUTIES:

- Represent the library at all local public and private schools, from preschool to 12th grade
- Supervise Youth Services area at branch location
- Market library services at school events
- Schedule and present at class visits
- Form strategic partnerships with local schools

- Work with the programming department to develop and implement school programming in a variety of settings (including school book clubs)
- Promote summer reading programs to students and teachers
- Staff the Youth Services desk as needed
- Participate in professional development to remain informed of current trends, emerging issues, and best practices in public libraries
- Perform other related duties as assigned

PHYSICAL REQUIREMENTS:

1. Ability to pull a loaded book cart
2. Ability to lift and carry 30 pounds
3. Ability to transport containers of programming aids and equipment; ability to assist in set up of puppet stage and outdoor booths.
4. Ability to frequently stand, bend or stoop to shelve books
5. Ability, stamina, and balance to perform basic movements frequently (such as squatting, bending and stooping, marching, turning in circles, and lifting arms overhead)
6. Ability to sit while keyboarding or typing