

POSITION DESCRIPTION

POSITION: Community Engagement Specialist

LOCATION: As Assigned

CLASSIFICATION: 5

FLSA STATUS: Non-Exempt

HOURS OF WORK: Part-time/30 hours per week OR Full-time/minimum of 40 hours per week. Evening and Saturday shifts will be required.

WAGE: \$22.00

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

DIRECT SUPERVISOR: Community Engagement Coordinator

The purpose of this position is to serve as an energetic and creative member of the Community Engagement team. The Community Engagement team provides internal and external literacy and educational experiences to enrich the lives of our community. Through scheduled shifts on the service desk and on the mobile library van (bookmobile), team members also assist patrons in obtaining information and attaining reading enjoyment.

QUALIFICATIONS AND WORK SKILLS:

1. Bachelor's Degree in a related field (education, communication, events/hospitality)
2. Valid driver's license and must be insurable by MPHPL; position requires frequent travel and driving the mobile library van/bookmobile (extended Sprinter)
3. Experience working with all ages (children, teens, adults, seniors)
4. Experience managing projects and multi-tasking; demonstrates good organization and time management.
5. Ability to communicate and work well with patrons and MPHPL employees.
6. Ability to work independently while exercising good judgment and decision making.
7. Demonstrates creativity.
8. Proficiency with electronic devices, computer applications, electronic resources and the ability to use library databases.

RESPONSIBILITIES AND DUTIES:

- Provide creative and entertaining programming that will help promote the use of the library and its reading, education and informational resources.
- Plan and lead programs in our culinary makerspace; complete required SafeServ training for food safety
- Drive the library bookmobile as scheduled and perform pre-driving safety checks
- Provide prompt, courteous customer service to library patrons of diverse ages and backgrounds
- Assist patrons with locating materials and provide reader's advisory help
- Check library materials in and out using ILS, issue new library cards, update patron database records
- Develop and maintain partnerships with external agencies to provide a broad range of programs and activities
- Provide support for senior center outreach and preschools
- Work internally to develop strategies for library programming and community engagement based on patron interest and demand
- Complete program-related reports, maintain statistics, and analyze program performance
- Staff the service desks as needed at any location
- Maintain professional growth by attending work-related workshops, meetings, and conferences
- Perform other tasks as assigned to ensure efficient library operations

PHYSICAL REQUIREMENTS:

Ability to pull a loaded book cart

Ability to lift and carry 30 pounds

Ability to frequently stand, bend or stoop to shelve books

Ability, stamina and balance to perform basic movements frequently (such as squatting, bending and stooping, marching, turning in circles, and lifting arms overhead)

Ability to sit while keyboarding or typing

Key:

Constant Physical Requirement: 67% or more of the day

Frequent Physical Requirement: 33-66% of the day

Occasional Physical Requirement: 0-32% of the day

Revised 11/2024