



Community Engagement Associate

Community Engagement · Warren, Ohio

The **Warren-Trumbull County Public Library** is seeking to fill a new **full-time** role with the **Community Engagement Department**. A full-time **Community Engagement Associate** is being sought to provide direct library service to children (ages 0-12), teens (ages 13-18), and other library users, chiefly via outreach and pop-up library services.

ESSENTIAL DUTIES

- Presents early literacy-based storytimes for the Literacy Kit Outreach program to community child care centers and preschool programs. Assists in maintaining the Literacy Kit collection.
- Conducts school visits as requested, including classroom visits and school assemblies.
- Plans and conducts family-centered pop-up library programs.
- Assists with planning and presenting of large library/community programs, e.g. Candy Land Lane and Kindergarten Transition Fair.
- Presents information about library services and programs to individuals and groups.
- Assists with circulation duties related to outreach and pop-up library services, including registering borrowers and delivering materials to schools and other institutions.
- Participates in Outreach and Community Engagement activities as assigned (e.g., resource fairs, farmers' markets, parades, etc.).
- Assists in the preparation of signage and fliers.

QUALIFICATIONS/REQUIREMENTS

Bachelor's degree from an accredited four-year college or university preferred, with an emphasis in education or related field highly desirable -OR- 2+ years relevant experience. Two years varied experience working with children and/or teens and preparing/presenting programs required. Knowledge and experience in using computers and various software programs to include the Internet and online databases. Valid driver's license with an acceptable driving record is required.

Please refer to the Core Competencies for Library Staff on the library's website, www.wtcpl.org.

BENEFITS

- Retirement Plan: OPERS- Mandatory 10% employee contribution, 14% employer contribution
- Health Insurance with employer contribution to HSA
- Life Insurance
- 12 Paid Holidays
- PTO Plan
- Employee Assistance Program
- Continuing education opportunities

HOW TO APPLY: Apply online directly through the Library's careers website, <https://wtcpl.bamboohr.com/careers>.

Position will be open until filled.