MidPointe Library – Outreach Programmer – Full Time

As part of the outreach programming team, your day will be filled with a mix of creativity, performing & customer service all rolled into one great job! You’ll travel to the communities in our service area that include Liberty, Monroe, Middletown, Trenton & West Chester, set up your storytime or event for youth 0 – 6 years old, present it, obtain event evaluations, assist patrons afterwards with their book selections, tear down & go to the next event.

Besides creating and presenting events and storytimes, you’ll work with the programming coordinator to develop ideas for services & events in response to identified community needs; purchase needed program supplies & necessities; write event descriptions for the distributed calendar & blog posts; & prepare statistical information and reports.

MidPointe is located on the east side of Butler County, Ohio in a vibrant, dynamic, diverse community that enjoys community support. Nestled between Cincinnati and Dayton, the county has a wide variety of schools, entertainment, dining experiences, sports, and cultural events. We have something for everyone!

To Be Successful, you will need to:
- Have a high school diploma or equivalent. A degree in an associated field is helpful but not required.
- Have a minimum of 2 years experience creating, preparing & presenting events, storytimes & activities for youth 0 – 6 years old.
- Have a valid driver’s license, maintain continuous insurability on library insurance & have reliable means of transportation.
- You need an expert level knowledge of popular reading materials, movies, music & interests of youth, especially with ages 0 - 6.
- Have excellent computer skills & be proficient with software such as graphics programs, the Internet, Google Drive & Microsoft Office. Library software knowledge is very helpful.
- Be able to work independently and with others.
- Effectively communicate, collaborate, problem solve, be organized, efficient, flexible, out-going, detail-oriented, focused, creative, approachable, innovative, future oriented, dependable, manage frequent interruptions & have excellent organizational skills.
- The ability to take initiative, plan, prioritize, manage & coordinate projects while meeting deadlines is needed.
- You must be able to learn and carry out the responsibilities of the job.
- Physical attendance & punctuality is required.

Hours:
Full time 40 hours per week. Includes days, evenings & weekends as needed for event scheduling.

Rate of Pay:
The pay range is $17.00-$27.30 per hour, the rate depends on job factors such as experience, job skills, education, and languages spoken.

Physical Requirements:
- Must be able to work indoors & outdoors in different temperatures and in areas that contain odors, dust & other possible allergens.
- Must be able to move carts, crates & library equipment that could weigh up to 100 pounds.

Benefits:
The benefits for full-time employees include state pension plan (OPERS); direct deposit; medical & health savings account, dental, vision & life insurance; accrued vacation, sick & short-term disability; granted personal time; paid holiday’s & floating holidays; EAP; education assistance; granted emergency paid sick leave for Covid sickness time off purposes, attendance to workshops & webinars & more!

Apply:
Complete a required MidPointe Library System employment application found at: https://secure.entertimeonline.com/ta/6138957.jobs?ShowAllOpenings.

Inquiries:
The full job description for this opening is available on our website at: https://www.midpointelibrary.org/page/jobs. Please, only call the library if you need assistance in completing the required online application.