



The London Public Library is seeking a full-time Outreach Services Coordinator to provide library materials for patrons unable to visit the library physically. This individual will also plan, design, and implement library services to nursing homes, extended care, senior gathering places, and those confined to their homes. Performs Circulation Desk duties. Must work evenings and rotating weekends to meet workload demands.

Salary

\$15.00-\$25.00 per hour

Essential Job Functions

- Designs and implements programs in consultation with activities directors or other personnel in community facilities.
- Manages satellite collections of library materials in various community facilities, businesses, and organizations.
- Promotes Outreach Services with local businesses and organizations.
- Assists patrons of all ages with their informational needs using a variety of reference sources.
- Promotes services that will enhance the quality of life for people who have difficulty getting to the library.
- Recruits, manages, and evaluates library volunteers.
- Participates in community events where potential Outreach patrons gather.
- Represents the library to various community groups.
- Assists at Circulation Desk in all capacities.
- Maintains Outreach and volunteer statistics for monthly reporting.
- Attends meetings and continuing education programs to keep informed of current trends and issues related to assigned area of responsibility.
- Performs reader's advisory services.
- Maintains a high quality of patron service and confidentiality.
- Performs other duties as required.

Qualifications

Education and/or Experience

Bachelor's degree (B. A.) from four-year college or university; and one to two years related experience and/or training; or equivalent combination of education and experience.

Interpersonal Skills

Develops and maintains cooperative and professional relationships with patrons, employees, management, and representatives from other organizations.

Time Management Skills

Ability to plan and organize daily work routine. Establishes priorities for the completion of work to meet deadlines. Maintains a calendar for meetings, deadlines, and events.

Language Skills

Ability to read, analyze, and interpret general business periodicals, professional journals, technical procedures, or governmental regulations. Ability to write reports, business correspondence, and procedure manuals. Ability to effectively present information and respond to questions from groups of managers, clients, customers, and the general public.

Reasoning Ability

Ability to solve practical problems and deal with a variety of concrete variables in situations where only limited standardization exists. Ability to interpret a variety of instructions furnished in written, oral, diagram, or schedule form.

Computer Skills

To perform this job successfully, an individual should have knowledge of Library Automation software, MS Outlook, and MS Word Processing software.

Certificates, Licenses, Registrations

State Motor Vehicle Operator's License or demonstrable ability to gain access to worksite.

To Apply

Submit resume and reference list to londonpubliclibraryoh@gmail.com or in person at the library.