



See Yourself Here.

*The Dayton Metro Library is seeking a full-time **Older Adult Services Specialist** who will work in the Equity, Diversity and Inclusion Department at the Main Library. While this position is responsible for system-wide planning, community partnership development, and the coordination of direct services to the older adult community, it will focus on providing specific programming and services to the residents of Kettering. Responsibilities also include serving as a resource for Library staff by providing professional development opportunities, supporting an employee resource group, and making recommendations to improve service models, policies, and programs for older adult patrons. Join our team today!*

DML is committed to cultivating inclusive environments and a workforce that reflects the diversity of our community. As such, we encourage Black, Indigenous, and people of color (BIPOC) to apply, in addition to members from other marginalized groups.

Further, we recognize the importance of language diversity on our team as Dayton was the first city in the United States to earn the status of "Certified Welcoming" city. We encourage applications from individuals that are fluent or proficient in any non-English languages commonly used in Montgomery County including Spanish, Mandarin, French, Korean, Vietnamese, Hindi, Urdu, Russian, Tagalog, Kinyarwanda, Arabic, Turkish, Swahili, and American Sign Language (ASL).

Essential Job Duties

- Coordinates the development of direct services for the older adult community and related initiatives system-wide. Plans, implements, and evaluates ongoing services and works with various departments across the Library to ensure the delivery of responsive services and inclusive environments.
- Develops and maintains community partnerships to address the needs of the older adult community. Provides services and acts as a liaison with retirement communities, senior centers, community agencies, and government offices. Attends community meetings and gives presentations as requested.
- Develops and coordinates ongoing system-wide older adult training to increase awareness, understanding, and responsiveness to older adult community needs throughout the organization. Establishes and maintains guidelines and objectives for Library staff who work with older adult patrons and stakeholders. Conducts meetings and workshops and provides instruction and assistance for staff.
- Provides advice and recommendations on public service policies and practices to develop and maintain a welcoming atmosphere for older adult patrons and community partners. Displays knowledge of and communicates current trends for equitable and inclusive practices to serve older adult patrons.
- Supports system-wide programming efforts such as Older Americans Month, recurring older adult services and programs at targeted locations, and the Social Justice Speaker Series. Collaborates with External Relations on marketing and promotional materials for programs, events, and services.



- Contributes to the EDI Department as a thought-partner to ensure inclusive environments for older adult staff. Provides strategic support for the employee resource group, and recruitment efforts as needed. Displays knowledge of and communicates current trends for equitable and inclusive practices to serve older adult staff members.
- Collaborates with and advises Collection Development on older adult topics and issues and related collections and resources; makes recommendations for both selection and deselection in relevant subject areas. Collaborates with Special Collections for archives, exhibits, and other initiatives.
- Provides older adult users with instruction in using library materials and resources. This can include assistance in reference, readers' advisory, resource navigation, and technology support. Handles special reference services or requests pertaining to older adult patrons.

Job Qualifications

- Advanced degree (MLIS preferred) or its equivalent in education and experience is required.
- Knowledge of available and emerging technologies and their application to older adult services. Ability to develop and deliver programs. Knowledge and understanding of the psychology of older adults.
- Ability to respond to questions from, older adults, activity directors, patrons, children, parents, managers, coworkers and members of the community and apply active listening skills.
- Ability to deal effectively with confrontational individuals and/or challenging situations.
- Knowledge of professional library principles, methods, techniques and procedures. Knowledge and appreciation of older adult literature, periodicals, audio-visual materials, websites and other electronic media, and materials.
- Knowledge of available older adult materials and reader's interests. Ability to plan and implement programs to support older adults.

Transportation: Valid driver's license, acceptable motor vehicle record, and continuous insurability required for driving own vehicle for Library-related obligations OR has access to reliable and efficient transportation.

Compensation and Benefits: The starting hourly rate for this position is \$22.64. (Those applicants with a relevant Master's degree may qualify for the professional offset, which would increase the hourly rate by \$2.88 per hour.) Benefits include health, dental and vision insurance along with paid time off and OPERS retirement.

Application Process: Please submit a cover letter and resume to Jennifer Kadel at careers@daytonmetrolibrary.org. This position is open until filled.

The Dayton Metro Library is committed to creating a diverse environment and is proud to be an Equal Opportunity Employer. All qualified applicants will receive consideration for employment without regard to race, color, religion, gender, gender identity or expression, sexual orientation, national origin, genetics, disability, age, or veteran status.