

Job Title:	Outreach Coordinator	Job Classification:	Assistant II
Department/Group:	Adult Services	Job #:	532
Location:	Downtown	Position Type:	27 hrs. /wk. Part-time
Level/Salary Range:	\$15.45/hr. \$17.19/hr. effective 1/1/2018	Schedule:	Monday-Friday between 12:00 p.m. and 5:00 p.m.
HR Contact:	Leslie K Ellsworth	Date posted:	November 3, 2017
Benefits: Holiday, Vacation, and Sick Leave, Flex Plan, Employee Assistance Program, KPERS, Deferred Compensation Plan			
Application Deadline: Please submit application, resume and cover letter by November 20, 2017			
Posting url:	http://www.olathelibrary.com/employment		
Fax or Email: (913) 971-6839 or lellsworth@olatheks.org		Mail: Leslie Ellsworth HR Administrator Olathe Public Library 201 E. Park St. Olathe, KS 66061	
Online Application: http://www.olathelibrary.org/employmentapplication			
Subject Line: Attention: HR Department/#532 Outreach Coordinator			
Job Description			
SUMMARY			
Under the supervision of the Virtual Librarian provides library services and programming to seniors. Implements outreach services to seniors, called Library to You, to retirement facilities and other senior groups in Olathe.			
ROLE AND RESPONSIBILITIES			
Essential Duties:			
<ul style="list-style-type: none"> • Know and explain library service available to customers • Assist library customers in the location and use of library materials, equipment and service technology. • Maintain effective courteous working relationships with all library customers and staff. • Works as a team member with other staff and volunteers. • Participates in the library planning process. • Participates in library staff meetings and training directly related to their area of responsibility. • Knows and enforces library policies in area of responsibility. • Provides clerical assistance as needed within assigned department • Consults with other staff to pool knowledge for the benefit of the user • Develops and implements service and programming ideas under direct supervision. • Begins troubleshooting equipment problems and reports to the appropriate staff 			
Specific Duties:			
<ul style="list-style-type: none"> • Represents and promotes the Library to You program to the community • Organizes and administers outreach, called Library to You, to retirement facilities and other senior citizen groups in Olathe. <ul style="list-style-type: none"> ○ Delivers materials to residents in facilities within the Olathe city limits 			

- Communicates with Johnson County Library HomeConnect when the senior is in the HomeConnect service area
- Updates the records of customer’s checkouts, orders hold requests and makes library cards for new homebound customers
- Communicate any problems with lost or damaged materials to facility, customer and library
- Conduct a Summer Reading Club Program specifically for Homebound customers
- Provides programs to senior organizations as needed
- Instruction on the Talking Book machine for visually impaired customers
- Assists with Browsing Book check out opportunities at larger retirement facilities – helps with choosing of books and delivery to retirement facilities.
- Acts as a liaison to activity directors and provide advice about library related topics – book clubs, library services, training on use of library website, programming, etc.
- Interviews, trains and supervises volunteers for Library to You services
- Maintains statistics for number of LTY patrons served, circulation and other indicators
- Attends appropriate continuing education webinars and workshops in related areas for senior adults and reader’s advisory
- Delivers library programming booklets and flyers to retirement facilities and other social service organizations – Center of Grace, Catholic Charities, Salvation Army – on a quarterly basis in person, and through emails as needed
- Provides input to Programming Librarian on programs appropriate to the senior audience
- Attends networking meetings with others in the county who do programming for senior adults
- Attends appropriate continuing education webinars and workshops in related areas for senior adults and reader’s advisory
- Duties as assigned

QUALIFICATIONS AND EDUCATION REQUIREMENTS

This position requires excellent written and verbal communication skills, the ability to work in a team environment, a “whatever it takes” work ethic, and an excellent customer service attitude.

Physical Requirements:

Work involves bending, reaching, lifting up to 40 lbs., pushing and maneuvering book carts filled with library materials, walking and other limited physical activities; operation of computer and scanning equipment is required. Regular contact is made with employees, volunteers and the general public.

Education and Experience:

At least 60 hours of college undergraduate credit and/or 2 years’ experience at the Assistant I level. Intermediate level proficiency using Microsoft software applications (specifically MS Word, Excel, and Outlook)

PREFERRED SKILLS

Prefer at least one year of library, public service or related experience. Prefer candidates that can accurately type 45+ words per minute. Experience with electronic database searching. Prefer candidates with a knowledge of SIRSI software or other ILS.

SUPERVISION

Sara Eccles, Virtual Librarian

Last Updated by:	Leslie Ellsworth	Date/Time:	11/3/2017
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