



Outreach Librarian

The Community Library

POSITION INFORMATION

Title: Outreach Librarian

Type: full-time, year-round, non-exempt position (40 hours/week)

Location: Ketchum, Idaho

Reports to: DeAnn Campbell, Children's and Young Adult Director

Minimum Compensation: \$44,000 minimum starting salary

Benefits: Paid vacation, paid holidays, paid sick time, 85% of health insurance premium paid by employer, retirement plan with 4% match, employer-paid AD&D policy, voluntary vision, short-term disability, and dental plans.

Special Instructions: successful applicants must complete a criminal background check.

JOB SUMMARY

The Outreach Librarian is charged with expanding reading, writing, and learning activities throughout Blaine County, connecting more people with The Community Library's resources. The person in this position manages the Bloom bookmobile activities, traveling with the bookmobile to locations from Carey to Ketchum, circulating books and developing children's activities at each location, and supervising approximately four teen interns. The person in this position also will work to grow the teen internship program and increase teen engagement throughout the year, developing new teen-centered programs and building a teen advisory council. The Outreach Librarian will be an ambassador for The Community Library at a wide range of community events and will be asked to collaborate with other organizations, such as schools, other libraries, and nonprofits. This outreach requires bilingual skills in English and Spanish, and it will include a wide range of communication strategies, including social media. While this position will include regular responsibilities in the Children's Library, it is intended to be a position that develops new ways of advancing the Library's mission, particularly among young adults and youth.

DUTIES AND RESPONSIBILITIES

- Manage the Bloom Truck bookmobile operations during the summer months: checking out books, developing fun educational activities, and encouraging enthusiasm for summer reading
- Work closely with The Hunger Coalition, the partner in the Bloom Truck, and collaborate with a variety of other organizations on creative activities for children
- Work with schools, other libraries, and nonprofits to develop youth-centered literacy activities
- Initiate Spanish-speaking communications and provide Spanish translation services for library-related endeavors
- Perform a myriad of library circulation and desk duties, including patron services
- Build on the established teen internships at The Community Library to grow more year-round leadership opportunities for teens

- Oversee the development, recruitment, and ongoing administration of a teen advisory committee and related programming
- Demonstrate proficiency with computers, standard office programs, and library software
- Contribute to an environment of diversity, equity, and inclusion consistent with the library's aims
- Complete other duties as assigned

PHYSICAL REQUIREMENTS AND WORKING CONDITIONS

Work is performed indoors and outside and may involve sitting at a computer and standing for lengthy periods of time. This position involves a moderate level of physical activity, including stooping, reading, standing, lifting and moving objects up to 40 pounds (heavier items must be team lifted). A high degree of interaction with the public is required of this position. Successful applicants will need to comply with any current COVID-19 safety mitigations. This person may need to provide their own transportation to the Bloom bookmobile locations or use a library vehicle in transporting oneself and/or teen interns. Bookmobile sites are located in Bellevue, Hailey, the Meadows, Ketchum, Carey, and Gannett.

REQUIRED QUALIFICATIONS

- Bilingual skills in English and Spanish are required
- Bachelor's degree
- Experience and interest in community outreach to diverse populations
- Demonstrated excellent communication skills
- Ability to work a flexible schedule, including time on the Bloom truck (summers) and availability for special programs or outreach events (some possible evenings, weekends)
- Valid driver's license and ability to transport teen interns

APPLICATION INSTRUCTIONS

This position is open until filled. To apply, please send a cover letter, resume, and three professional references as pdf attachments to bringit@comlib.org. Please direct all inquiries to Nicole Lichtenberg, operations manager, at bringit@comlib.org.

Interested applicants should submit a resume, cover letter, and the contact information for three professional references as PDF attachments to bringit@comlib.org. Please direct all inquiries to Nicole Lichtenberg, operations manager, at bringit@comlib.org. First review of applications will begin April 27th.