



Bloom Librarian

The Community Library

POSITION INFORMATION

Title: Bloom Librarian I

Type: part-time, seasonal hourly position with an estimated start date of mid-May 2023

Location: Ketchum, Idaho

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

Minimum starting compensation: \$18/hour

Benefits: none

Special Instructions: successful applicants must be able to complete a criminal background check. Successful applicants must be able to demonstrate vaccination against COVID-19.

JOB SUMMARY

The Librarian I performs a variety of tasks that maintain the orderly flow of daily business at The Community Library's portion of the BLOOM truck. The Bloom Librarian I is responsible for a number of areas of library operations, including circulation, technical services, and customer and patron service. At the Bloom truck, the Librarian I must convey a particular enthusiasm for children's literature, for children and teens, and for educational programming. Possible on-site coordination of volunteers and/or interns may be required.

DUTIES AND RESPONSIBILITIES

- Meet and communicate effectively with Bloom patrons and the public, including children and adults.
- Become familiar with Bloom operations, materials, and services, and stay engaged with trends in children's literature and programming.
- Engage in a positive manner with children, parents, and caregivers who visit the Bloom truck.
- Assist in duties beyond the scope of the library including set-up and take down of the truck and aiding in educational outreach when possible.
- Establish and maintain effective and positive working relationships with others.
- Learn library classifications and possess a working knowledge of the Dewey decimal system or a willingness to learn. Establish and maintain order of the Bloom truck's library collection.
- Understand and follow oral and written instructions and accept responsibility and supervision.
- Work independently to complete day-to-day tasks and projects.
- Work a flexible part-time schedule, which is likely to include mornings into the afternoons during the summer months. There may be some potential evening work.
- Demonstrate proficiency with computers, standard office programs, and library software.
- Know, understand, and adhere to internal and public policies of the library.

PHYSICAL REQUIREMENTS AND WORKING CONDITIONS

Work occurs primarily off-site and outdoors. The Bloom Librarian will be required to lift materials not greater than 50 lbs. in and out of a truck bed and then set them up. Some activities may require standing, stooping, reaching and grasping. This position requires a high degree of interaction with the public.

REQUIRED QUALIFICATIONS

- An associate degree or higher in library services, education, or a related field, or commensurate experience, is preferred.
- Demonstrated experience working with children and enthusiasm for working with children and in children's literacy. In touch with youth and their current interests.
- Demonstrated organizational skills.
- Demonstrated computer proficiency, particularly with standard office programs. Tech savvy, with the ability to troubleshoot.
- Demonstrated communication skills.
- Ability to work a flexible part-time schedule, with some evenings possible.
- Ability to contribute to an environment of diversity and inclusion consistent with the library's aims.
- Valid drivers license and ability to transport people and materials to Bloom sites.
- Bilingual skills in English and Spanish are highly advantageous.

APPLICATION INSTRUCTIONS

To apply, please send a cover letter, resume, and three professional references as pdf attachments to bringit@comlib.org using the subject header "Bloom Librarian First Name Last Name". Please direct all inquiries to Nicole Lichtenberg, director of operations, at bringit@comlib.org.

This position is open until filled. Priority will be given to applications received by April 7.