



Outreach & Bookmobile Librarian

The Community Library

POSITION INFORMATION

Title: Outreach & Bookmobile Librarian

Type: part-time, seasonal hourly position

Location: Ketchum, Idaho

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

Minimum Compensation: \$20/hour

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 Community Library's bookmobile and bookmobile activities, traveling with the bookmobile (currently the Bloom Truck) to locations from Carey to Ketchum, circulating books and developing children's activities at each location. This position also supervises approximately 2-4 teen interns (seasonally). 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 children, families, youth, seniors, community partners and educators and seniors.

DUTIES AND RESPONSIBILITIES

- Manage The Community Library's bookmobile operations during the summer of 2024, 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

- Supervise teen summer interns and help them build job skills and positive interactions with library and bookmobile patrons
- Demonstrate proficiency with computers, standard office programs, and library software
- Help drive future vision and implementation of The Community Library's Bookmobile and Outreach programs and schedule
- Responsible for the eventual driving of the bookmobile, vehicle maintenance, and collection and services
- 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. 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

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, director of operations, at bringit@comlib.org. First review of applications will begin April 24th.