



Outreach & Bookmobile Librarian

The Community Library

POSITION INFORMATION

Title: Outreach & Bookmobile Librarian

Type: Full-time, year-round, exempt

Location: Ketchum, Idaho

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

Minimum Compensation: Starting salary \$50,000

Full-Time Benefits: Paid time off, 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 Community Library's Bookmobile and bookmobile activities, traveling with the bookmobile to locations, circulating books and developing children's activities at each location. This position also supervises approximately 2-3 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 position requires bilingual skills in English and Spanish, and will include a wide range of communication strategies, including social media. This position 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. This person will be tasked with identifying, prioritizing, and establishing year-round bookmobile routes to service the Wood River Valley and beyond.

DUTIES AND RESPONSIBILITIES

- Manage The Community Library's bookmobile operations by checking out books, developing fun educational activities, and encouraging enthusiasm for reading

- Work closely with The Hunger Coalition, the partner in the summer Bloom program, coordinate bookmobile services and collaborate with a variety of other organizations on creative activities for children
- Help drive the future vision and implementation of The Community Library's Bookmobile and outreach programs and schedule. Work with independent schools, daycares, preschools, and nonprofit organizations to establish and maintain year-round bookmobile routes
- 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
- Work with schools, other libraries, and nonprofits to develop youth-centered literacy activities
- Demonstrate proficiency with computers, standard office programs, and library software
- Be responsible for driving the bookmobile and managing vehicle maintenance
- Contribute to an environment of diversity, equity, and inclusion consistent with the library's aims
- Oversee and maintain book courier services with the Hailey Public Library
- Represent The Community Library at outreach events and provide or coordinate community outreach services
- 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 for 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 potentially Shoshone / Richfield.

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
- Proficiency in the Microsoft office suite, including Outlook and Teams

- Ability to learn a wide range of technology platforms, such as the library catalog system and social media platforms
- Ability to work a flexible schedule. This will include meetups with The Hunger Coalition's Bloom Program (summers); availability for special programs or outreach events (some possible evenings, weekends); and maintaining a year-round schedule to potential locations (daycares, preschools, senior center, etc.)
- 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 Yira Massey, Director of Operations, at bringit@comlib.org. Applications will be reviewed beginning April 7th.