**Outreach Associate**

**Reports to:** Director

**Job Classification/Status:** Part-time: 20 hours

**Salary Range:** Set by Director

**Job Description:** The Outreach Associate for the Hardin County Public Library will be an individual who is passionate about reaching individuals throughout Hardin County who have not traditionally been able to access our physical locations, whether due to transportation, medical, or other limitations. This is an opportunity for an innovative, enthusiastic, and visionary individual to make their mark on library services in Hardin County. As part of the bookmobile and outreach staff, the outreach associate is responsible for serving the informational, reference, and reading needs of library patrons of all ages, wherever the need exists. Willing to train the right candidate.

**Responsibilities:**

* Plan and present library programs and services to patrons in group settings, such as senior adults in senior living and activity centers, children and teachers in daycare facilities, students and teachers in both public and private schools, or other types of group settings. Provide library services for special populations in the community, such as at-risk children, adults with cognitive or developmental disabilities, or persons for whom English is a second language.
* Drive the outreach van to locations throughout the county on a pre-determined schedule to deliver book boxes and facilitate programming.
* Responsible for managing the HCPL North Book Locker.
* Keeps outreach vehicle clean and in good working condition. Schedules routine maintenance and needed repairs in a timely manner.
* Act as a library representative in community activities, including meetings, festivals, or special events, where the Library is a participant, contributor, or partner.
* Work cooperatively with other staff in providing services to bookmobile and outreach patrons.
* Drive the bookmobile when needed.
* Maintain statistics for monthly and annual reports.
* Performs circulation desk duties if needed.

**Experience and Education Requirements:**

* High School Diploma or GED.
* Some college preferred. Preference will be given to Paraprofessional III certified or above candidate.
* Experience/education with children preferred.
* Valid Kentucky driver's license with excellent driving history.
* Must be able to operate a large-sized motor vehicle.
* Ability to learn and use the computerized circulation system.

**Additional Information**: Part-time position with hours up to 20 hours per week.

May require evening and weekend hours; requires flexible scheduling in order to meet programming and service goals; requires the ability to safely operate a large-sized vehicle; requires the ability to push, pull, lift, carry and otherwise move books, AV items, and equipment by hand, cart, and basket; requires the ability to climb, bend, reach above one's head, and stand for lengthy periods of time; requires computer skills for daily work with library resources and mobile technologies; must complete background check and have valid driver's license with good driving record.

The best candidate for this position displays positive communication and objectivity toward a widely diverse group of library customers, a willingness to solve problems, and a commitment to serve the library and the County's best interests. They must be neat in appearance and possess personal integrity. They must maintain confidentiality in all aspects of the position.

*This job description is not intended as, nor should it be construed as, exhaustive of all responsibilities, skills, efforts, or working conditions associated with this job.*