**Outreach Librarian**

**Reports to:** Director

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

**Salary Range:** Set by Director

**Job Description:** Under the direction of the Library Director, the Outreach Librarian is responsible for connecting library resources with individuals throughout Hardin County who have traditionally faced barriers to accessing our physical location, whether due to transportation challenges, medical conditions, or other limitations. This position offers an exciting opportunity for an innovative, enthusiastic, and visionary professional to make a lasting impact on library services throughout the community.

**Key Responsibilities:**

* **Plan and Deliver Programs:** Design and present engaging library programs and services to a variety of community groups, including:
	+ Seniors at senior living and activity centers
	+ Children at daycare facilities
	+ Students in public and private schools
	+ Other community organizations and group settings
	Special focus will be placed on serving underserved populations such as at-risk youth, adults with cognitive or developmental disabilities, and individuals for whom English is a second language.
* **Community Engagement:**
	+ Represent the library at community events, meetings, festivals, and other activities where HCPL is a participant, contributor, or partner.
* **Outreach and Mobile Services:**
	+ Drive the outreach van on a scheduled route throughout Hardin County to deliver book boxes and conduct programming.
	+ Provide library materials and services to residents who are homebound.
	+ Serve as a backup driver for the bookmobile as needed.
* **Vehicle Maintenance:**
	+ Keep the outreach vehicle clean and ensure it remains in good working condition.
	+ Schedule routine maintenance and address any necessary repairs promptly.
* **Team Collaboration:**
	+ Collaborate with other staff members to deliver excellent service to bookmobile and outreach patrons.
* **Administrative Tasks:**
	+ Maintain accurate statistics and records for monthly and annual reports.
	+ Assist at the circulation desk.
	+ Employee will regularly perform general physical tasks, including lifting books, stocking shelves, and packing/unpacking book boxes.
	+ Performs other duties as assigned.

**Experience and Education Requirements:**

* Valid Kentucky driver’s license with a good driving history.
* Must be able to meet and maintain Kentucky Department for Libraries and Archives (KDLA) certification requirements.
* Has the ability to work with an automated circulation system and other library software and technology as needed.
* Specialized training or experience in community outreach, engagement, or a related field is preferred.
* Provide library services for special population in the community, such as at-risk children, adults with cognitive or developmental disabilities, or persons for whom English is a second language.
* Strong writing and presentation skills.
* High School Diploma or GED, some college preferred.

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

Requires 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, 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 patrons, 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.*