



JOB OPENING

Title: Outreach Librarian

General Description: Attend community events, plan and implement off-site programming, and conduct library tours for all ages.

Duties and Responsibilities:

Duties include, but are not limited to, the following:

- Plan and implement off-site programming for children, teens, and adults.
- Represent the library at community events.
- Select and deliver items for homebound patrons.
- Lead library visits for daycares, schools, etc...
- Create and maintain relationships with schools and other community organizations.
- Due to the size of the library staff, all employees will be asked to help with day-to-day library tasks, as needed, including, but not limited to checking out materials for patrons and opening/closing the library.

Qualifications:

- Bachelor's degree and/or LTA.
- At least 2 years' library experience.
- Experience working with children, teens, and adults.
- General computer skills required.
- Library employees must be able to lift and carry items weighing up to 30 lbs. They must be able to reach high library shelves and bend, as needed. A stool can be used, if needed. They must be able to stand for extended periods of time.

Pay & Benefits: The Outreach Librarian will receive paid annual vacation and an employer contribution to the Illinois Municipal Retirement Fund. The starting wage is \$18.99/hour.

Hours: 21 hours a week. Must work weekends and evenings as needed. Schedule varies based on events.

Supervision: Reports to the Public Services Manager.

To apply, please submit a resume, three references, and a cover letter to Public Services Manager Ali Dixon at adixon@washingtondl.org by December 9.