



Latah County Library District

Moscow Library – District Headquarters
110 South Jefferson St.
Moscow, ID 83843
www.latahlibrary.org

EMPLOYMENT OPPORTUNITY

POSITION:

Outreach Specialist (30 hours per week)

JOB SUMMARY:

Under general supervision of the Youth Services Manager, provide youth and adult outreach programming in the community; work to develop early literacy skills among children served; advocate for the library and its services in the community; innovate new initiatives; foster positive partnerships with outside organizations.

SUPERVISOR: Youth Services Manager, with some direction from Adult Services Manager

SALARY: Beginning salary minimum \$16.00 per hour, depending on qualifications

BENEFITS: Pro-rated medical and dental insurance; Public Employee Retirement System of Idaho; disability; life insurance; pro-rated sick, annual, personal, and holiday leave

BEGINNING DATE: December 9, 2019 (or sooner)

APPLICATION: Please **email** cover letter, resume and contact information for three references. No application form is required.

EMAIL TO: hr@latahlibrary.org
(Please include "Outreach search" in subject line)

CLOSING DATE: Monday, November 12, 2019, 5:00 pm

SCHEDULE: 30 hours per week including 1+ evening per week and occasional weekend day

The Latah County Library District serves 40,000 residents through its libraries, online services, and membership in the regional Valnet consortium. The Library District is composed of the Moscow Library and six rural branch libraries.

Typical Job Duties and Responsibilities:

- Develop and deliver outreach services to all ages, with an emphasis on young children.
- Develop and provide storytimes to childcare centers and preschools that emphasize early literacy and love of reading.
- Develop and provide additional outreach to schools and to organizations serving adults in Moscow. Extension to the rest of Latah County is possible.
- Assist Adult Services and Youth Services managers with programming as needed.

- Assist at quarterly Moscow Repair Café.
- Serve as the district resource for staff on outreach services.
- Work on projects, provide reports, and serve on committees and task forces as requested.
- Participate in training workshops and other professional development activities.

Minimum Qualifications: Knowledge, Skills, Abilities, & Personal Characteristics:

- Bachelor's degree.
- Demonstrated successful experience working with young children.
- Excellent working knowledge of office computer software. Ability to learn and adapt to new software and equipment technologies.
- Ability to meet deadlines. Demonstrated ability to communicate effectively both orally and in writing. Ability to work independently and as a team member.
- Ability to maintain positive, courteous and friendly manner with patrons of all ages and with colleagues. Excellent interpersonal skills.
- Willingness to perform outreach activities in all seven LCLD locations if needed.
- Valid driver's license and access to a vehicle. Applicant must provide own transportation to outreach sites (monthly travel stipend provided).

Desirable Qualifications, Education & Experience:

- Public library experience
- Experience working with young children and adults in a library-related setting
- Knowledge of early literacy best teaching practices
- Comfort with all age groups with an emphasis on young children
- Ability to feel comfortable performing in front of large groups of people, often wearing costumes and singing
- Bachelor's degree in Early Childhood Education or equivalent
- ALA-accredited MLS