



# Library Outreach Coordinator

**DEPARTMENT:** Library  
**CLASSIFICATION:** Non-Exempt

**SUPERVISOR:** Library Director  
**PAYROLL:** Grade J

**POSITION SUMMARY:** Provides outreach in youth services; provides special library services such as story times that promote literacy and reading to children and families in local preschools and schools, including Head Start and Kindergarten.

## **ESSENTIAL JOB FUNCTIONS**

*Any of the following duties and responsibilities may be performed and are not listed in any particular order. These examples are not necessarily performed by all incumbents, however, and do not include all specific essential functions and responsibilities an incumbent may be expected to perform.*

- Initiate process for planning, scheduling, and implementing an outreach program to preschools, schools, and day care centers.
- Plan and present developmentally appropriate story time experiences for children in preschool and other settings both in person and utilizing available technologies.
- Collaborate with library staff to promote reading, early literacy, and library services.
- Assist with the facilitation of special grant programs and services.
- Order and process collection of materials for use in story times and as rotating collection, including books, supplies, puppets and supporting materials.
- Assist with ordering, cataloging, and processing these materials.
- Deliver rotating collection to schools and preschools, pick up previous set.
- This position performs duties requiring adherence to standards of accuracy, timeliness, tact and confidentiality of patron records and students at centers visited.
- Establish good rapport with children, teachers, and parents.
- Maintain effective working relationships with fellow employees, other agencies, and the public.

## **AUXILIARY JOB FUNCTIONS**

- Contacting and scheduling visits to sites.
- Explaining the program to teachers and staff, requiring extensive telephone and computer use for e-mail and in production of handouts or information lists as needed.
- Works with vendors and library staff to place orders and receive shipments.

- Provides assistance to other staff as workload & staffing levels dictate.

## **QUALIFICATIONS**

*Ability to perform essential job duties with or without reasonable accommodation and without posing a direct threat to safety or health of employee or others. To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.*

## **EDUCATION / EXPERIENCE**

- The above knowledge, skills, and ability are usually acquired through a combination of education and/or experience equivalent to a Bachelor's degree or college coursework in education, supplemented with additional coursework in early childhood education, brain development, or early literacy; experience with young children in a library or preschool setting; or any combination that demonstrates the knowledge, skills, and abilities to perform the above duties.
- This position requires a thorough knowledge of early literacy and brain development research, knowledge of children's literature and children's reading programs and activities; ability to present lively, engaging, and entertaining story times that include the basic skills needed for pre-reading and early literacy development.
- This position requires skills in dealing with children, their parents, and teachers; providing age-appropriate activities and materials for pre-school age and families; and in the use of computers and library equipment. Position requires ability to communicate orally and in writing, to develop, plan, and implement various programs for children, and families. Must be able to operate a computer, operate library machines and equipment.
- Spanish language proficiency a plus.

## **CERTIFICATES/LICENSES/REGISTRATIONS**

- This position requires a valid insurance Driver's License and a reliable vehicle.

## **WORK ENVIRONMENT**

*The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.*

- The Library has usual office working conditions.
- The noise level in the work area is typical of most library and/or office environments with telephone, personal interruption, and background noises.
- Work also includes school and day care settings with minimal supervision and the usual conditions of a school setting.

**PHYSICAL ABILITIES**

*The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.*

- While performing the duties of this position, the employee is frequently required to stand, bend, kneel, stoop, communicate, reach, and manipulate objects.
- The position requires mobility. Duties involve moving materials weighing up to twenty pounds on a regular basis such as files, books, office equipment, etc., and may infrequently require moving materials weighing up to forty pounds.
- Manual dexterity and coordination are required over 50% of the work period which operating equipment, such as a computer keyboard, typewriter, calculator, and standard office equipment.

**SUPERVISION**

- Works under the general supervision of the Library Director.
- Supervision is not a typical function assigned to this position. May provide basic training and orientation to volunteers, students, and newly assigned personnel on site policies and practices.

THIS DESCRIPTION COVERS THE MOST SIGNIFICANT ESSENTIAL AND AUXILIARY DUTIES PERFORMED BY THE POSITION, BUT DOES NOT INCLUDE OTHER OCCASIONAL WORK, WHICH MAY BE SIMILAR, RELATED TO, OR A LOGICAL ASSIGNMENT FOR THE POSITION.

The City of Stayton is an Equal Opportunity Employer.

**REQUIRED SIGNATURES**

My signature below is evidence that I have reviewed and concurred that the above detailed job description appropriately describes the work of the position, including essential job functions, physical demands of the position and the minimum education and experience required of the position.

\_\_\_\_\_  
Library Outreach Coordinator

\_\_\_\_\_  
Date

\_\_\_\_\_  
Library Director

\_\_\_\_\_  
Date