

Outreach Assistant – Part-time Ela Area Public Library District

The Ela Area Public Library is looking for a compassionate and team-oriented candidate who enjoys working with older adults and people with disabilities. This part-time position involves gathering books and materials for and assisting with library programs tailored to the needs and interests of seniors. It also includes traveling to sites within the library district and assisting with home deliveries to provide services for people who are unable to leave their homes because of health or mobility issues.

Responsibilities:

- Provides general reference and reader's advisory services and maintains awareness of current best practices for home delivery patrons and older adults.
- Selects, prepares, and delivers materials and publicity information to off-site book collections.
- Ensures that outreach checkouts/check-ins are processed properly.
- Follows up on overdue materials.
- Works with resident volunteers at outreach sites who provide assistance with book carts and materials requests.
- Works with staff at outreach sites to ensure positive relationships with our community partners.
- Assists Outreach Coordinator with home deliveries, site visits, and special projects or programs.
- Participates in the ongoing process of valuing equity, diversity, and inclusion by being open to and respecting the beliefs, identities, languages, varying abilities, and cultures of library patrons and staff.

Requirements:

- 2 years of college preferred.

Key Knowledge and Skills:

- Comfortable working with older adults as well as residents in skilled and/or assisted living.
- Excellent communication skills to represent the Library in off-site locations.
- Strong organizational skills, attention to detail.
- Ability to load/unload book carts and maneuver heavy wheeled carts.
- Ability to safely transport materials and equipment to off-site locations.
- Flexibility to change scheduled hours periodically.
- Must have a valid driver's license and personal vehicle to fulfill job assignments.
- Work effectively with co-workers in a collaborative, team-based organization.
- Comfortably use and explain how to use library-related technology.
- Meet the Library's Standards of Service.
- Bend, reach, and lift up to 20 lbs.
- Push or pull carts loaded with library materials weighing 150-200 lbs.

Position Hours: 18 hours per week.

Pay: \$19.32/hr

If you are interested in joining the Ela Area Public Library District and meet the job requirements described above, please email your cover letter and resume to our Human Resources Department at apply@eapl.org.

The Ela Area Public Library District is an Equal Opportunity Employer. All qualified applicants will receive consideration for employment without regard to race, color, religion, sex, age, or national origin.