

Title: **Outreach Coordinator (Bookmobile)**

Date revised: **01/04/2024**

Location: **Washington County Public Library**

Job Summary

Part-time, non-exempt position. Responsible for the operation and maintenance, selection of materials, and scheduling of the bookmobile, consistent with the policies of the library. **Perfect for a retired teacher.** Rate of pay is \$14.00 per hour.

Requirements

High school diploma or equivalent. Must be 21 years old or over and have a current, Kentucky driver's license in good standing. Background check is required. This position also requires the attainment of a Paraprofessional Certificate from the Kentucky Department of Libraries and Archives within the first five years of employment, and the ability to maintain certification during the duration of employment with the Library. KDLA provides four routes to take to fulfill requirements for initial certification. See the latest Certification Manual on KDLA's Website at: <https://kdla.ky.gov/Library-Support/Library-Staff-Development/Pages/Certification.aspx>

Specific Duties

- Provides library services from mobile library within given geographical area; surveys needs and helps to select books and materials for library
- Stocks shelves with appropriate books and materials consistent with seasonal schedules and routes; selects items from library collection to take on the bookmobile; returns items to library as needed; maintains balanced collection for patrons' needs and wants.
- Publicizes visits to area to stimulate reading interest
- Arranges bookmobile schedule and provides to the Head Programming Librarian and Director at least two weeks prior to the beginning of the month
- Keeps bookmobile in good working condition; schedules regular quarterly maintenance; schedules repairs and maintains all records
- Maintains circulation records for bookmobile; provides reports to Director
- Decorates bookmobile for special events and holidays
- Maintains patron files in the computer

General Duties

- Contact patrons by telephone the day of the route.
- Checks in returned books and materials.
- Sorts, alphabetizes, shelves, files and retrieves library materials.

- Registers new users through computer system; issues and renews cards
- Updates patron records regarding Internet, expiration dates, fines, etc.
- Calls patrons regarding requested material.
- Checks out, discharges, and renews in person and over the telephone all library materials.
- Maintains order and neatness in the collection.
- Answers directional and basic reference questions.
- Assists patrons in locating materials, accompanying them to the stacks when possible or appropriate.
- Answers incoming calls, handles patron requests or problems and/or directs calls to correct extension.
- Operates office and automated equipment.
- Assists with opening and closing procedures of the library.
- Explains interlibrary loan and takes requests.
- Provides reader's advisory service and assists users with catalog.
- Explains library's circulation policies.
- Maintains good relations with public and staff.
- Works scheduled shift at the circulation desk.
- Participates in meetings as required.
- Attends in-service workshops, meetings and conferences as appropriate.
- Consistently presents Washington County Public Library and its services in a positive manner.
- Performs other duties as assigned.

This job description does not necessarily reflect all aspects of the job function.

To be considered for this position, please fill out an application and submit, along with a current résumé, to Shaun Whiteaker at:

Washington County Public Library
333 West Main Street
Springfield, KY 40069

Or send via e-mail to:

director@wcplky.org