



## JOB DESCRIPTION

**Job Title:** Library Associate - Outreach

**Classification:** Non-exempt

**Salary Grade:** Associate

**Reports to:** Outreach Coordinator

**Date:** 2025

**Summary:** Plans, promotes and implements special programs for various ages and needs in non-library settings. Has a presence in the community, makes connections and provides services and materials.

### **Essential Functions:**

- Plan and deliver literacy programs appropriate to the audience to inspire a love of reading
- Structure programs to incorporate skills from Every Child Ready to Read for children
- Communicate with people outside the Library, representing the Library to patrons and community organizations interested in library services
- Plan a working schedule with interested organizations
- Match patrons with material appropriate to their interests and abilities
- Assist with deliveries to local schools
- Prepare reports on outreach activities such as statistical reports; communicate information to supervisor
- Assist with Adult and Youth Services team to prepare events
- Develop constructive and cooperative working relationships with others, and maintain them over time
- Develop specific goals and plans to prioritize, organize and accomplish your work
- Attend professional workshops/seminars related to position
- Assist with other departmental tasks as assigned

**Qualifications:**

- Associate's degree with background in education preferred
- Valid Ohio driver's license with a clean driving record
- Service oriented, enjoy working with people
- Knowledge of children's literature and storytelling skills
- Effectively manages time and priorities
- Shows initiative, creativity, flexibility, resourcefulness, good judgment and organizational skills
- Computer literate, with a willingness to learn Google software and services, Microsoft Office software and Library software
- Work independently or part of a team
- Position requires frequent standing, sitting, stooping, bending and walking; Must be able to lift 10-25 lbs. of materials
- Ability and willingness to work a varied schedule, including weekends
- The job requires integrity, cooperation, dependability, and being open to change in the workplace

This job description is not designed to cover or contain a comprehensive listing of activities, duties or responsibilities that are required of the employee. Other duties, responsibilities and activities may change or be re-assigned at any time with or without notice.

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