

University City Public Library

Adult Outreach Assistant – Part-time, Temporary

Duration: May 1 – August 31, 2018

Summary

Under supervision of the Head of Adult Services, this grant-funded position provides outreach for the library's adult summer reading program, delivering book discussions, readers advisory and assistance with library electronic resources to patrons unable to visit the library.

Description

- Assists with planning, coordination, and presentation of programs or training for adult patrons outside the library
- Coordinates site visits and activities with Activities Directors at residential facilities in University City
- Ensures delivery of needed reading materials to program participants
- Plans appropriate activities based on participants' abilities
- Prepares, collects and collates participant evaluation and feedback
- Prepares and conducts patron training on use of library e-resources such as the public access catalog and downloadable materials
- Documents all activities and prepares written summary for grant reporting

Requirements

- Strong interpersonal skills
- Must provide own transportation for travel from library to residential facilities
- Ability to lift 25 pounds for transporting materials to off-site locations
- Strong computer skills; ability to quickly master new technology
- Ability to effectively develop and implement programs for adults and senior citizens
- Ability to meet and communicate with people of all ages in a friendly and helpful manner
- Ability to effectively present information and respond to questions from patrons
- Ability to maintain confidentiality of library patron information
- Ability to gather statistics, analyze information and write reports
- Ability to operate library business machines properly, which may require knowledge of databases and search methods
- Ability to maintain and foster cooperative and courteous working relationships with the public, peers, and supervisors
- Valid driver's license and auto insurance coverage

Education and Experience

- Bachelor's degree required; MLS or MLS student preferred
- Library experience preferred
- Experience working with senior citizens preferred

This is a part-time, temporary position with some flexibility in scheduling. All hours worked will be while the library is open to the public. Travel will be compensated at rate set by the Office of the Missouri Secretary of State.

To apply: Send resume and cover letter to humanresources@ucitylibrary.org.