



Orion Township Public Library

Position Available
Full-time Outreach Services Coordinator

Position: Outreach Services Coordinator, 37.5 hours/wk. includes evening and weekend hours

Department: Adult Services

Salary: \$56,300.00 - \$68,400.00

Primary Accountability:

- Responsible for coordinating Outreach Services including the employees and operational workflow to provide library services to seniors and traditionally underserved populations.

Outreach Services Coordinator Primary Job Duties and responsibilities:

- Provides supervision to Outreach Services staff
 - Creates and maintains work shift schedules for Outreach Services staff
 - Oversees operation of Outreach Branches with Outreach Services staff
 - Assigns duties to Outreach Services staff; provides guidance and supervision
- Provides reference and readers' advisory services to the public
- Coordinates with Volunteer Engagement Specialist on projects for volunteers
- Responsible for collection development in assigned areas
- Coordinates and presents programs for adult patrons on a quarterly basis at the library, Orion Center Branch library and around the community
- Provides library outreach
 - Maintains relationships with local organizations
 - Oversees books by mail and deliveries to homebound patrons
 - Participates in annual community outreach events
 - Serves as a liaison to school district's special needs program
- Responsible for professional development

Required Qualifications:

- Possesses the equivalent of extensive formal training in library and information science, including an understanding of the application of the theory and practices of the profession to the operations of the organization, usually in the form of a major in library and information science, as part of a Master's Degree (or other applicable extended training program).
- Level 1 or 2 Professional Certificate from the Library of Michigan
- Uses Microsoft Office tools to communicate, create and modify basic documents.
- Demonstrates necessary proficiency with the ILS, MeLCat, Michigan eLibrary databases, and other online resources.
- Public library experience in adult services preferred
- Knowledge of library materials, reference service, popular literature, and readers' advisory
- Ability to effectively use reference materials, bend and reach materials on shelves
- Ability to maintain effective relationships with other staff and to work in a team environment
- Resolves conflicts which could not be effectively resolved by lower-level staff
- Secondary language preferred

Dates: Applications submitted by 5pm, Tuesday, April 16, 2024, will receive first review

Apply To: Joyce Becker

Orion Township Public Library

825 Joslyn Road

Lake Orion, MI 48362

248-693-3000 ext. 431

Electronic submissions accepted, send to: jbecker@orionlibrary.org

Please submit an application, cover letter, and resume. The link to apply: <http://orionlibrary.org/>.

This is an at-will position. Orion Township Public Library is an Equal Opportunity Employer.