



## Youth Services Outreach Specialist

### General Summary

The Youth Services Outreach Specialist plans, creates, and conducts off site programming at designated locations throughout the communities of Findlay Township, North Fayette Township, and Oakdale Borough.

### Job Duties

- Establish and maintain valuable relationships with community agencies and organizations.
- Plan, create, and implement fun, engaging, and innovative programming for children birth through 18, with emphasis on ages birth through seven.
- Visit preschools and daycares on a monthly basis to provide outreach storytimes and access to books.
- Encourage and manage library card registrations for all preschool and daycare children.
- Develop, implement, and promote programs and community outreach services for children, including early literacy activities designed to promote school readiness.
- Establish and maintain relationships with other agencies and organizations for the purpose of promoting library programs and encouraging community partnerships.
- Perform collection development/collection management activities as assigned, specifically in regards to input for the Book Bus collection.
- Provide reference and reader's advisory services to parents and children.
- Create quarterly in library book displays.
- Drive the Book Bus to various locations throughout the community.
- Submit and adhere to established budgets.
- Create and implement programming for Donaldson Discovers, Wilson Wonders, and McKee After 3, which may require schedule changes during those months.
- Develop, implement, and promote weekend (occasional) and summer outreach programs.
- Participate in special projects, when assigned.
- Maintain library, Book Bus, and personal workspace in a neat and orderly fashion.
- Demonstrate flexibility when asked to help cover necessary shift changes.
- Consistently present Western Allegheny Community Library and its services in a positive manner and adhere to customer service guidelines and procedures, as established by the Library.
- Respect others' ideas, abilities, time, and priorities.
- Maintain a positive work environment and interact easily with a diverse work force and community.
- Attend meetings and trainings as required
- Assist in representing the library at community events and outreach activities.
- Perform other duties as assigned.

### **Knowledge, Skills, and Abilities**

- Ability to handle confidential information with integrity.
- Ability to efficiently organize work and meet deadlines.
- Ability to work both independently and as a member of a team.
- Ability to think and act appropriately under pressure.
- Ability to follow complex written and/or verbal instructions and to pay close attention to detail.
- Demonstrate knowledge of proper telephone and email etiquette.
- Ability to exercise professional judgement in non-routine situations
- Ability to communicate effectively, patiently and courteously with employees, the Library board of Trustees, patrons, and other community members.
- Ability to handle multiple activities or interruptions at once.

### **Education, Experience, Training, and Requirements**

- Bachelor's degree in Early Childhood or related field, plus work experience with young children, such as in elementary school, Head Start, or children's department of a library.
- Demonstrated knowledge of children's literature and experience with children's programming.
- Knowledge of social emotional development in children and experience working with culturally and economically diverse families.
- Extensive computer experience with standard office software, including Microsoft Office products, email and internet usage.
- Valid driver's license and satisfactory driving history. Personal transportation that can be used for business travel is required.
- Federal Criminal background Check, PA Criminal Record Check, and PA Child Abuse History Clearance required upon offer of employment

### **Position Details**

- This is a 15 hour a week, part time position (typically Monday, Tuesday, and Thursday).
- While the schedule for this position typically falls during the hours of 8:30 a.m. and 4:30 p.m., all candidates must be able to work mornings, afternoons, evenings, and holiday hours when the library is open. All staff are expected to work evening and weekend shifts, as needed.
- Compensation based on experience (starting at \$15.00 per hour).
- Proof of COVID vaccinations required, per the requirements of our outreach partners.

### **Working with Us**

Our library offers a unique work environment that is innovative, open and collaborative. We strive to create the best possible experience for everyone visiting the library as well as our employees. We are a family-friendly workplace that prioritizes a good work-life balance. We offer paid time off as well as paid holidays.

Western Allegheny Community Library is committed to creating a diverse environment and is proud to be an equal opportunity employer. All qualified applicants will receive consideration for employment without regard to race, color, religion, gender, gender identity or expression, sexual orientation, national origin, genetics, disability, age, or veteran status.

### **To Apply**

Please email cover letter, resume, and references to [proieb@einetnetwork.net](mailto:proieb@einetnetwork.net).