



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

- Visit preschools and daycares with the Book Bus, on a monthly basis, to provide engaging storytimes and access to books.
- Encourage and manage library card registrations for all preschool and daycare outreach patrons.
- Perform collection management for Book Bus collection, as assigned.
- Create and implement programming for Donaldson Discovers, Wilson Wonders, and McKee After 3, which may require schedule changes during those months.
- Assist in representing the library at community events and outreach activities, often including driving the Book Bus.
- Establish and maintain valuable relationships with community partners.
- Plan, create, and implement fun, engaging, and innovative programming for youth (ages 3-18) during the summer months and occasionally throughout the school year.
- Provide reference and reader's advisory services to parents and children.
- Create quarterly in library book displays.
- 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.
- 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 professionally under pressure.
- Ability to follow complex written and/or verbal instructions, with close attention to detail.
- Ability to exercise professional judgement in non-routine situations.
- Ability to communicate effectively, patiently and courteously with co-workers, the Library Board of Trustees, patrons, and other community members.
- Ability to handle multiple activities or interruptions at once.

- Ability to demonstrate flexibility when asked to help cover necessary shift changes.

Education, Experience, and Training Preferences

- 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.
- 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.

Education, Experience, and Training Requirements

- Valid driver's license and proof of safe driving history.
- Reliable personal transportation that can be used for business travel.
- Federal Criminal background Check, PA Criminal Record Check, and PA Child Abuse History Clearance required upon offer of employment.
- Proof of COVID vaccinations, per the requirements of our outreach partners.

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 between the hours of 8:30 a.m. and 4:30 p.m., all candidates must be able to work mornings, afternoons, evenings, weekends, and holiday hours, as needed with advanced notice.
- Compensation based on experience (starting at \$15.00 per hour).

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@einetwork.net