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**Adult Programming and Outreach Librarian**

The Delafield Library is seeking an individual for the position of Adult Programming and Outreach Librarian. This part-time position (between 20-30 hours/week) will work closely with the Adult Programming and Outreach Coordinator as well as the Circulation Supervisor, and will report directly to the Library Director.

**Duties and Responsibilities include the following:**

*Circulation Duties:*

•Performs circulation desk procedures; checking in and checking out materials, registering patrons, preparing Library cards, maintaining patron records, collecting fines, registering patrons for programs using online software and reserving study rooms using online calendar

•Assists patrons with holds, renewals, account questions, locating materials, basic computer assistance and reference questions.

•Provides in-depth, one-on-one computer instruction for patrons with various technological abilities

•Provides reader’s advisory services to patrons

•Adheres to and communicates Library policies and procedures

• Have good working knowledge of OverDrive/Libby and similar services to assist patrons with digital content on a variety of computers and mobile devices.

*Outreach and Programming Duties:*

•Serves as secondary adult services outreach coordinator by participating in community events, speaking at community/chamber meetings and other opportunities that occur

•Establishes relationships with community entities to further goodwill toward the Library in the Delafield community and surrounding areas

•Is proactive in generating ideas and making new contacts to further promote the Library and its services

•Presents a positive Library image to the community

•Attends meetings and classes to enhance knowledge of Library services as needed

•Performs other work as assigned by the Library Director

•Selects material for and leads monthly adult book club

**Knowledge and Abilities:**•Display excellent customer service skills both with patrons in house and in community forums

**•**Ability to patiently teach one-on-one to patrons of all technological skills and backgrounds

•Ability to maintain and foster cooperative and courteous working relationships with the public, peers and supervisors

•Highly motivated and has the ability to be a self-starter

•Considerable knowledge of modern Library science theory and practices

•Ability to perform reference work using both print and digital resources

•Demonstrates flexibility and teamwork

•Willingness to continually learn and use new technology

•Ability to effectively present information in one-on-one and small group situations

•Ability to work independently, organize and prioritize tasks, respond to varied/changing work demands and make decisions as required

•Ability to plan, organize and carry out a program of Library service and/or outreach independently and in conjunction with outreach coordinator

•Ability to interact pleasantly, constructively and cooperatively with Library patrons and staff

•Excellent communication skills, both oral and written

•Must be proficient with Microsoft Office products and personal computers and devices

**Physical Demands of the Position:**

Employee must be able to:

•Sit, stand, walk, climb, stoop, bend, twist and reach

•Have far vision at 20 feet or further; have near vision at 20 inches or less

•Lift and carry 50 pounds or less

•Handle processing, picking up and shelving books

•Push and pull objects weighing 60 to 80 pounds on wheels

•Travel to meetings outside of the Library; provide own transportation to said events

**Environment and Working Conditions:**

**•Evening and weekend hours required**

**Education and Experience:**

• Master’s Degree in Library Science from an ALA-accredited college or university ***OR***currently enrolled in an ALA-accredited MLIS program.

•2 years+ of customer service experience required

If interested, please send resume and list of three professional references to Library Director Stephanie Ramirez, [sramirez@delafieldlibrary.org](mailto:sramirez@delafieldlibrary.org). This will be a benefit eligible position as well as having 9 paid city holidays. First review of applications will begin on December 9, 2019. If you have any questions, please contact the Delafield Library at (262) 646-6230 or visit our website, [www.delafieldlibrary.org](http://www.delafieldlibrary.org).