



The Limestone Township Library District is an equal opportunity employer

Program and Outreach Services Coordinator

Job Description:

Limestone Township Library District is seeking an innovative, creative, and enthusiastic individual who desires to connect with the community and serve patrons of all ages.

In coordination with the Library Director, the Program and Outreach Services Coordinator is responsible for the implementation of all programming and outreach aspects of the library for all ages. Acts as a liaison between the library and the community by establishing and maintaining outreach opportunities for our community members. Must be able to provide excellent customer service, be flexible, organized, and computer proficient, including social media. Must have exemplary communication skills, and be able to work independently as well as part of a team. Handles patron issues and emergencies responsibly, and maintaining a safe and pleasant work environment.

Responsibilities and Duties Include:

- A. Provides friendly, courteous, and accurate service to all patrons.
- B. Understands and implements library procedures and policies, while safeguarding confidential and restricted information.
- C. Maintains neatness of public areas and personal space visible to the public.
- D. Creation and implementation of programming for all ages.
- E. Establishes and maintains positive working relations with community members and organizations, creating outreach opportunities for our community members as well as advocating for and promotion of the library and its services.
- F. Prepares monthly report for Director; maintains all programming records and statistics; implements monthly program calendar and other publicity materials.
- G. Assists staff with implementing bibliographies, bulletin boards, and book displays.
- H. Assists with collection development.
- I. When needed assists with performing all circulation tasks: check-in; check-out; renewal of library materials; issuance of library cards; shelving and facing materials; answering and routing incoming phone calls.
- J. Responsible for prioritizing and providing open, collaborative communication among staff members regarding programs, when appropriate.
- K. Answers general library, procedural, and directional questions from patrons as well as provides readers' advisory for patrons; answers reference questions when needed, refers other patron queries to appropriate staff.
- L. Other duties as assigned.

Knowledge, Skills, and Abilities

- A. Ability to deal courteously and diplomatically with patrons and colleagues.
- B. Ability to communicate effectively, both in writing and orally.
- C. Takes initiative and uses good judgment in making decisions and referring questions; remains calm in difficult situations.
- D. Proficient in using computers and other technology, including Microsoft Office, similar software, and social media. Proficient in utilizing and demonstrating library services to patrons.
- E. With attention to detail, ability to prioritize work, meet established deadlines, and follow tasks to completion.
- F. Ability to bend, stoop, lift, and carry items up to twenty pounds.

Hours, Salary, and Benefits

Part-time Position: 20-25 hours/week

Position requires day, evening, and weekend hours

Salary Range: \$15.00-16.00 DOQ; Benefits include IMRF

Minimum Qualifications

Associate's degree (or equivalent); preferably in education or related field, with a minimum of two years' experience working with children and adults in a public or school contact position. Preference for LTA certification and/or public/school library experience.

Application Deadline: July 31, 2024, or until filled

To apply, please submit a cover letter and application to: lnoffke@limestonelibrary.org

Application available at: www.limestonelibrary.org

Mail to: Limestone Township Library District Attn: Library Director
2701 W. Tower Road, Kankakee, IL 60901

Phone: 815-939-1696

Fax: 815-939-1748