

# Alpha Park Public Library District

## Job Description

### Outreach and Programming Department Head



Reports to the Library Director  
Department: Outreach and Programming  
Classification: Exempt, regular full-time

#### **General Statement**

Under the direction of the Library Director and in close collaboration with other Department Heads, the Outreach and Programming Department Head (OPDH) organizes, facilitates, and performs programming to occur throughout the service area, in person and virtually. They work in partnership with community organizations and local non-profits to ensure library services are accessible across our district. Frequent travel is a main component of this position. The OPDH must employ creativity, logistical expertise, and excellent communication skills. They should enjoy teaching diverse populations new skills, both recreational and educational. The OPDH works closely with other Department Heads to create a cohesive system of library services. The majority of the work they do is outside the library in community settings, including but not limited to, nursing homes, community centers, public parks, grocery stores and any location that may serve as a community gathering area within the district.

#### **Responsibilities**

- Acts as liaison between library and community organizations
- Plans, coordinates, and organizes events for library programming
- Continually develops new library programming and outreach events
- Assists Library Director and Business Manager in creating department budget
- Trains and delegates community events and programming to Outreach and Programming Specialist
- Other duties as assigned

#### **Qualifications and Education**

- Three years' experience in community outreach and organizational partnership development
- A master's degree in Library and Information Science preferred; experience in lieu of education considered
- Ingenuity, creativity, and desire to share skills/foster learning
- Two years of programming in a library setting preferred
- Must be available evenings and weekends
- Must have reliable transportation

#### **Working Conditions**

- Travel is required
- Evening and weekend hours expected
- Lift up to 50lbs with assistance

# Alpha Park Public Library District

## Job Description

### Outreach and Programming Specialist



Reports to the Outreach and Programming Department Head

Department: Outreach and Programming

Classification: Non-exempt, regular full-time, hourly

#### **General Statement**

Under the direction of the Department Head, the Outreach and Programming Specialist (O&P Specialist) will assist with the organization, facilitation, and performance of programming events throughout the service area. Frequent travel is a requirement in this position. The O&P Specialist will have a passion for teaching diverse populations new skills, both recreational and educational. This position works directly with the Department Head to ensure that library services, programs, and access to materials are available to all in our district. The majority of these events will take place outside the library in community settings such as nursing homes, community centers, public parks, local schools, or any other area that may serve as a community gathering area in our community. The O&P Specialist should be confident in their knowledge of Alpha Park Library's services and procedures to promote them to current and potential library patrons.

#### **Qualifications and Education**

- Bachelor's degree preferred, work experience in lieu of education considered
- Experience with community outreach preferred
- Strong customer service, problem solving, prioritizing, and delegating skills
- Ability to confidently train and coach both YS and Circulation Assistants
- Two years library programming preferred

#### **Responsibilities**

- Acts as liaison between the library and community organizations
- Assists Department Head in planning, organizing, and performing library outreach programming
- Continually develops new library programming/outreach events
- Assists Department Head in compiling a schedule for outreach events
- Tracks outreach statistics and delivers to Library Director monthly
- Occasional managerial duties
- Other duties as assigned

#### **Working conditions**

- Travel is required
- Evening and weekend shifts expected
- Access to reliable transportation
- Lift up to 50lbs with assistance
- Standing/sitting for extended periods of time; ability to move safely and easily from sitting to standing