

LOW Outreach Assistant – Part Time

Grant Funded Position LP11/8

Twenty hours per week; must be available weekday mornings.

Hartford Public Library is seeking a part time Outreach Assistant. Reporting to the Public Services Director, the Outreach Assistant is responsible for providing direct service to customers on the Library on Wheels (LOW) and other specified sites. The incumbent works under the general direction of the Youth and Family Services Director to deliver a variety of youth outreach story times and programs at designated child care sites.

PUBLIC SERVICE

- Provide direct assistance to customers by circulating materials and providing basic information regarding library programs and services at designated locations.
- Under the general direction of the youth and family services director schedule and carry out visits to local child care centers on the LOW. This includes preparing and compiling appropriate materials beforehand, conducting story times, book talks, and other programming as requested.
- Receive training in early literacy development and story time programming as needed.
- Maintain and cultivate contact with the general community.
- Other related projects, duties and responsibilities may be assigned as deemed necessary.

ADMINISTRATIVE

- Gather daily statistics and prepare monthly statistical reports.
- Work collaboratively with other library departments to achieve project goals.

POSITION QUALIFICATIONS

- Bachelor's Degree in education or related field.
- Demonstrated commitment to customer service.
- Minimum of two years experience working in a public library or related outreach community work.
- Ability to engage and relate to youth from birth through middle school as well as their parents and caregivers.
- Ability to engage with diverse populations.

NECESSARY KNOWLEDGE, SKILLS, AND ABILITIES

- Strong commitment to public service
- Strong communication and outreach skills
- Strong computer skills with expertise in word processing, spreadsheet and database programs
- Ability to work independently after being given appropriate training
- Valid CT driver's license and good driving record

OTHER SKILLS, ABILITIES, AND KNOWLEDGE

- Flexible
- Excellent organizational skills
- Energetic, motivated and creative
- Ability to deal tactfully with all ages of people in a public service context

Job description and application are available online at **www.hpict.org** or Administrative Offices, Hartford Public Library, 500 Main Street, Hartford, CT 06103. **Applications accepted until March 31, 2017.**