#### **POSITION DESCRIPTION**

**Position:** Outreach Storyteller

**Reports To:** Library Director

**Classification:** Non-exempt

**Summary**

Plans and coordinates outreach storytimes with emphasis on the five early literacy practices. Early literacy learning is the development of pre-reading skills in children ages 0-5 which lays the foundation for reading and prepares them for kindergarten. Under general direction from the Children’s Librarian, the person delivers outreach library services to childcare providers and schools.

**Essential Job Functions**

Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

* Delivers high-quality, customer-focused services.
* Develops, schedules, and presents outreach storytimes; leads program participants in songs, rhymes, and related activities; interacts with children and caregivers.
* Prepares program materials and does the day-to-day care and cleaning of materials associated with the outreach storyteller services.
* Provides reader's advisory services and assists outreach customers with library materials.
* Manages the outreach storyteller’s materials collection.
* Compiles statistical data, tracks program attendance, and prepares a variety of program records and reports.
* Promotes partnerships with local caregiving organizations in providing services.
* Shares library information about events and resources.
* Demonstrates punctuality and regular and consistent attendance.
* Maintains and drives the Library Bookmobile and Outreach Vehicle.
* Attends and participates in library and County meetings, committees, and training.

**Essential Knowledge, Skills, and Attitudes**

**Knowledge**

* Library organization systems, including Dewey Decimal Classification.
* Standard library and consumer technology, Internet, and social media.
* Basic business mathematics and recordkeeping.

**Skills**

* Effective written, verbal, and digital communication skills aimed at staff and patrons of all ages and backgrounds.
* Cultural competency.
* Bilingual English/Spanish fluency preferred.

**Attitude**

* Flexibility, adaptability, and open-mindedness to work in a fast-paced, changing environment.
* Strong public service mindset.
* Ethical conduct.
* Initiative

**Supervisory Responsibility**

This position does not supervise other employees but may direct the work of volunteers.

**Work Environment**

This position works in a variety of roles mostly but not exclusively inside the library. Individuals in this position routinely use standard office equipment such as computers, phones, photocopiers, filing cabinets, and fax machines as well as library-specific equipment such as barcode scanners, book carts and bins, crates, and mobile devices. Software requirements include basic office applications, integrated library systems, Internet, social media, digital media, and a variety of electronic resources and mobile applications.

**Physical Demands**

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job.

While performing the duties of this job, the employee is regularly required to talk, hear, and read. The employee is regularly required to sit, stand for extended periods usually not exceeding 3 hours, walk, lift, use hands, and reach. Ability to lift up to 40 pounds, push bins and carts up to 75 pounds, twist, and bend.

**Position Type and Expected Hours of Work**

This position is part-time, between 10 and 12 hours a week. Days and hours of work typically are Monday through Friday. Schedule is determined by the annual School Calendar.

**Travel**

Travel in and outside of the County may be required.

**Required Education and Experience**

* High school diploma or equivalent.
* Two years’ experience working with children in an educational setting.
* Good driving record.
* Any equivalent combination of education, experience, and training satisfying the above

**Additional Eligibility Requirements**

* Ability to complete a thorough employment and/or criminal history check.

**AAP/EEO Statement**

* This position is ‘at-will,’ and either the Jefferson County Library District or the employee may terminate the relationship at any time with or without cause.
* The Jefferson County Library District is an equal opportunity employer.

**Other Duties**

* Please note this job description is not designed to cover or contain a comprehensive listing of activities, duties, or responsibilities that are required of the employee for this job. Duties, responsibilities, and activities may change at any time with or without notice.

Job Type: Part-time

Apply by submitting a resume to info@jcld.org, in person at 241 SE 7TH ST, MADRAS OR 97741, or submit a resume in the box below.