



# Latah County Library District

Moscow Library – District Headquarters  
110 South Jefferson St.  
Moscow, ID 83843  
[www.latahlibrary.org](http://www.latahlibrary.org)

## EMPLOYMENT OPPORTUNITY

### POSITION:

**Outreach Specialist** (20-25 hours per week)

### JOB SUMMARY:

Under general supervision of the Youth Services Manager, provide youth and adult outreach programming in the community; work to develop early literacy skills among children served; advocate for the library and its services in the community; innovate new initiatives when possible; serve as an outreach resource for branch library managers.

**SUPERVISOR:** Youth Services Manager, with some direction from Adult Services Manager

**SALARY:** Beginning salary 14.67 per hour

**BENEFITS:** Medical, dental and life insurance, Public Employee Retirement System of Idaho, sick leave, disability, personal leave, holiday leave

**BEGINNING DATE:** November 7, 2016 (negotiable)

**APPLICATION:** Please **email** cover letter and resume. No application form is required.

**EMAIL TO:** [julieo@latahlibrary.org](mailto:julieo@latahlibrary.org)  
(Please include "Outreach search" in subject line)

**CLOSING DATE:** Monday, October 17, 2016, 5:00 pm PDT

The Latah County Library District serves 38,000 residents through its libraries, online services, and membership in the regional Valnet consortium. The Library District is composed of the Moscow Library and six rural branch libraries.

### ***Typical Job Duties and Responsibilities:***

- Develop and deliver outreach services to all ages, with an emphasis on young children
- Work with daycare centers, schools, senior centers, and other organizations in Moscow to provide outreach services. Extension to the rest of Latah County is possible.
- Assist Adult Services and Youth Services managers with programming as needed
- Foster positive partnerships with outside organizations
- Serve as the district resource for staff on outreach services
- Work on projects, committees and taskforces as requested by director

- Provide reports and serve on committees, as requested by library director
- Participate in training workshops and other professional development activities

***Minimum Qualifications: Knowledge, Skills, Abilities, & Personal Characteristics:***

- Bachelor's degree.
- Demonstrated successful experience working with young children.
- Excellent working knowledge of office computer software. Ability to learn and adapt to new software and equipment technologies.
- Ability to multi-task and meet deadlines. Demonstrated ability to communicate effectively both orally and in writing. Ability to work independently and as a team member.
- Ability to maintain positive, courteous and friendly manner with patrons of all ages and with colleagues. Excellent interpersonal skills.
- Willingness to perform outreach activities in all seven LCLD locations if needed.
- Must have valid driver's license.

***Desirable Qualifications, Education & Experience:***

- Public library experience
- Experience working with young children and adults in a library-related setting
- Knowledge of early literacy best teaching practices
- ALA accredited MLS