

**AKRON PUBLIC LIBRARY  
TOWN OF AKRON  
JOB DESCRIPTION**

**JOB TITLE:** Program and Outreach Coordinator  
**SUPERVISOR'S TITLE:** Library Director  
**HOURS:** 30 hours per week (Part-time), Tuesday-Saturday  
**COMPENSATION:** Wage Starts at Current Colorado Minimum Wage | \$13.65 (2023)

**GENERAL SUMMARY:** Under general supervision provides a variety of programming for children, birth through high school, and their caregivers; promotes library awareness through community outreach; plans and delivers programs to a diverse adult community; and contributes to library circulation, reference, and clerical functions.

**ESSENTIAL DUTIES AND RESPONSIBILITIES:**

Plan, prepare, and deliver programs for youth aged 0-17, their families, and other caregivers; and plan, prepare and/or deliver diverse programs to adults. To include but not be limited to:

- Summer Reading Program
  - Story Times
  - Literacy activities
  - Crafts
  - Teen programming
  - Family activities promoting literacy and library use
  - Adult basic education programs
  - Adult programs of an informative, educational, or recreational nature
  - Outreach the community with library service
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- Perform all circulation duties with minimal errors.
  - Keep abreast of current trends and emerging technologies, issues, and research in librarianship, child development, literacy, and education.
  - Provide reader's advisory and reference service to children and adults.
  - Recommend books for acquisition and removal from the children and juvenile collections.
  - Effectively market and advertise programs and library services.
  - Create and maintain displays.
  - Advocate for the Library within the community.
  - Assess and identify community needs, tastes, and resources especially as applicable to youth.
  - Perform opening and closing duties, receives fees and fines, and audits petty cash as applicable.
  - Participate in professional development, meetings, and continuing education opportunities.
  - Provide superior customer service while performing all work duties.
  - Outreach to the schools and community groups, especially for children, teens, and seniors.
  - Must consistently practice the "patron comes first" philosophy.
  - Demonstrate a positive, cooperative, team-oriented working relationship with all patrons, staff, volunteers, and associated community groups.
  - Practice personal and town safety procedures and ensure a neat, safe, and attractive area for patrons and staff.
  - May need to drive to some outreach programs in personal vehicle.
  - Other duties as assigned.

**KNOWLEDGE, SKILLS, AND ABILITIES REQUIRED:**

- Ability to operate a variety of office equipment. Must possess above average computer skills and experience, including email, basic keyboarding, e-book downloading and use, Microsoft Office & Google applications, and basic Windows applications and be able to guide patrons through their uses. Must be able to learn circulation system functions and procedures.
- Ability to maintain confidentiality of information in accordance with state and federal library laws and regulations.
- Possesses problem-solving and decision-making skills.
- Utilizes effective and professional technique when dealing with the public.

- Ability to speak, read, write and understand the English language. Must have excellent oral communication and presentation skills.
- Possesses patience in working with patrons who are non-native English speakers, have speech and/or learning disabilities, are hard of hearing, or have other special needs.
- Ability to establish and maintain effective working relationships with coworkers, supervisors, officials, and the public. Must possess strong human relations skills.
- Working knowledge of accepted principles and practices of library work, especially for children.
- Knowledge of children’s literature at all levels
- Ability to effectively plan and evaluate programming.

**WORKING CONDITIONS:**

Work is performed throughout the Library, including in the basement and on the lawn. Programs outside of the Library are held in a variety of settings. Scheduling flexibility is required and some evening and weekend work is required.

**QUALIFICATIONS:**

**Physical:** Ability to perform light physical work and to frequently lift and carry ten pounds and on occasion up to thirty-five pounds. Ability to sit, stand walk, bend, crawl, climb, reach, kneel, ride, pick, grasp, pinch, push, pull and perform a variety of similar body movements. Ability to navigate either a narrow circular staircase (interior) or a broad staircase with a chairlift (exterior). Continuous keyboarding, talking, reaching, handling, grasping, hearing, and repetitive motions of the hands/wrist required. Ability to read minimum print size and tolerate dust and mold accumulated on books and materials. Ability to talk and hear in person and by telephone.

**Experience:** Previous work in a library or school or with children.

OR

**Education:** An Associate’s Degree in library science, child development and /or education or related field, or an equivalent amount of college credits.

**Special Requirements:**

This position may require the possession of a valid driver’s license.

**APPLICATION DEADLINE: TBD**

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**DISCLAIMER**

***THIS JOB DESCRIPTION DOES NOT CONSTITUTE AN EMPLOYMENT AGREEMENT.***

*Nothing in this job description restricts the Town of Akron’s ability to assign, reassign or eliminate duties and responsibilities of this job at any time. It does not prescribe or restrict the tasks that may be assigned. Those functions may change at any time as the needs of the Town change or for other reasons deemed appropriate. This does not constitute a contract, written or implied, between the Town and any Town employee. No employee should consider these guidelines as a contract. The Town of Akron does not guarantee any specific term or length of employment. All employees of the Town are "at will employees".*

**ACKNOWLEDGMENT**

I have read and understand the above job description, and can meet or exceed the requirements listed.

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Employee/Applicant Date

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Town of Akron Clerk/Administrator Date