

Position Profile



Delaware
County District
Library

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Community and Family Outreach Services Associate

Summary of Job Responsibilities:

Provides direct service as the Library's primary contact to members of the community not able to visit a physical branch. Patrons include daycares, senior care facilities, area schools, and homebound patrons.

Minimum Qualifications:

- High School diploma or equivalency.
- Valid Ohio driver's license and acceptable driving record.

Knowledge, Skills and Abilities:

- Strong oral and written communication skills.
- Flexibility and adaptability..
- Attention to detail.
- Problem solving skills.
- Strong technology skills.
- Works well individually and as part of a team.
- Ability to interpret and apply library policy.

Duties and Responsibilities:

- Provides direct service to Homebound and Bookmobile patrons.
- Provides deliveries to library branches and other community outreach locations.
- Performs other deliveries as assigned.
- Plans and provides programming for children or adults as assigned.
- Attends regular staff and committee meetings.
- Supports and implements the Library's Mission Statement.
- Supports and implements the Library's Customer Service Expectations.
- Monitors condition and performance of library vehicles and reports any issues to proper supervisor.
- Weekend hours required.
- Stays up to date with new developments, and participates in continuing education events.

Working Conditions:

- All library positions require constant physical activity, including standing, walking, reaching and grasping.

- Employees regularly lift 50 lbs.
- Requires working in inclement weather.

