Union County Library System

300 East South Street, Union, SC 29379
Phone: 864-427-7140 · Fax 864-427-4687
Web: www.unionlibrary.org

Position: Programs and Outreach Assistant
FLSA: Non-Exempt Hourly (25 hrs/week)
Status: Part-Time Regular
Starting Pay: $16 per hour

General Summary:
Programs and Outreach Assistant is an intermediate level public service staff position. This employee has decision-making responsibilities for routine matters and works under the supervision of the Community Engagement Manager, who provides limited direct supervision on a day-to-day basis.

Primary Responsibilities:

- Serves as a representative and ambassador of the library while at work and throughout the community.
- Plans, coordinates, promotes, and delivers programs and services for children, teens, adults, and families.
- Takes a lead role in coordinating the library's Summer Reading Program and other major system-wide programming initiatives.
- Conducts programs at library facilities and outreach locations throughout Union County.
- Coordinates community outreach efforts that increase awareness and use of library programs, services, and resources.
- Develops and maintains positive relationships with community organizations, schools, agencies, local businesses, and community partners to increase awareness of and access to library services.
- Assists with planning and implementation of special events, initiatives, and community engagement activities.
- Evaluates programs and outreach efforts by maintaining attendance records, collecting participant feedback, and tracking outcomes and statistics.
- Assists with maintaining and expanding library services throughout the county through outreach and community engagement activities.
- Directs patrons to appropriate library materials, services, and learning resources.
- Provides circulation and reference assistance to patrons, including:
    - Checking materials in and out
    - Registering patrons for library cards
    - Assisting patrons in locating materials and using the library catalog
    - Assisting patrons with computers, technology, and library equipment
    - Handling financial transactions
- Drives library vehicles as necessary for outreach events, programs, and service delivery.
- Communicates regularly with supervisors regarding programming needs, community trends, opportunities, concerns, and ideas for service improvement.
- Attends training opportunities, workshops, meetings, and professional development activities as appropriate.
- Performs other duties as assigned by the Library Director or designee.

Important Qualifications:

- Two – five years customer service experience
- Maintains an excellent public service attitude and creates a positive image of the library

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- Ability to use technology easily and effectively
- Associate's Degree required
- Must possess and maintain a valid driver's license
- Able and willing to travel and to work evenings and weekends
- Ability to deliver programs for audiences of all sizes
- Ability to lift, carry and/or move up to 25 pounds, stand for extended periods of time, and reach, bend and stoop
- Prior experience providing programs or instruction preferred
- Previous grant writing and project planning experience preferred

Applications are available at http://www.unionlibrary.org/employment. Interested applicants must submit a resume, cover letter, 3 references, and a Union County Library System Employment Application to jobs@unionlibrary.org. Position is open until filled.

UCLS is an equal opportunity employer.

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