**Outreach Services Specialist**

**Summary of Job Responsibilities:** Provides direct service and programming to library Outreach clients, including daycares, senior care facilities, area schools, and homebound patrons. Plans and implements library services and programs with a focus on seniors and adults with special needs.

**Minimum Qualifications:**

* Bachelor’s degree.
* Valid Ohio driver’s license and acceptable driving record.
* Experience working with seniors and/or people with developmental disabilities.

**Knowledge, Skills and Abilities:**

* Ability to talk and work with seniors and adults with developmental disabilities or similar special needs.
* Problem solving skills.
* Strong technology skills.
* Strong oral and written communication skills.
* Works well individually and as part of a team.
* Flexibility and adaptability.
* Attention to detail.
* Ability to interpret and apply library policy.

**Duties and Responsibilities:**

* Plans and presents original programming for Outreach patrons, with a concentration on seniors and adults with special needs.
* Develops community partnerships with particular emphasis on adult and senior care facilities.
* Provides direct service to Homebound and Bookmobile patrons.
* Delivers items to library branches, community outreach locations, and others as assigned.
* Supervises volunteers as assigned.
* Supports and implements the Library’s Mission Statement.
* Supports and implements the Library’s Customer Service Expectations.
* Attends regular staff and committee meetings.
* Stays up to date with new developments, and participates in continuing education events.
* Evening and weekend hours required.

**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.