



WESTCHESTER PUBLIC LIBRARY

Westchester Public Library seeks an enthusiastic, self-motivated professional to serve as the **Outreach and Events Librarian** for the Library.

Responsibilities

- Provides and models excellent customer service to all library patrons.
 - Is efficient and detail-oriented, with clear communication skills in all standard formats.
 - Initiates, plans, oversees, and conducts a variety of programs and activities for adults to encourage the use of the library including: craft programs, skill-building classes, concerts, speakers and performers, and other special events.
 - Selects, orders, and weeds materials for audio-visual collection within prescribed budget.
 - Seeks out opportunities to attend various community events throughout the year to represent the Library and share different Library services with the public. Builds a foundation of engagement and connection by maintaining and cultivating contacts with the general community, educational and social groups, schools, and other libraries to advance library outreach opportunities.
 - Reports to the Thomas Branch Manager and assists them in the planning, implementation, and evaluation of short- and long-term goals and outreach initiatives.
 - Assists in the implementation and upholding of Library policies and procedures.
 - Seeks out and attends professional development and continuing education opportunities.
 - Other duties as needed or assigned.
-
- Must be organized, flexible, and able to multitask.
 - Ability to relate tactfully and courteously with the public and to maintain effective working relationships with other employees.
 - Must have strong communication skills (both verbal and written) and use proper grammar.
 - Must be proficient in office productivity software, databases, and social media platforms.
 - Must have integrity, be open to ideas, and be inclusive of diversity. Sense of humor a plus.

Requirements

- Master of Library Science degree from ALA-accredited school.
- Minimum 2 years' recent public library experience with increasing responsibilities; programming experience strongly preferred.
- Ability to achieve Indiana Library Certification 3 within six months.
- Ability and willingness to work a consistent daytime schedule, with occasional nights and weekends to support programming and outreach events.

Working Conditions

- Normal library/office indoor working conditions; mild exposure to office/maintenance chemicals (cleaning solutions, glue, paint, and similar).
- Occasional outdoor community events, with related exposure to outside elements.
- Regular exposure to noises, scents, and activities of server rooms and other technology-heavy environments.
- Noise level is typically low to moderate.

The following physical demands are representative of those that must be met by an employee to successfully perform the essential functions of this position; reasonable accommodations may be made to enable individuals with disabilities to perform these essential functions:

- Both move about and sit for long periods of time.
- Manipulate books and other materials, paper, computers and other technology.
- Speak, listen, and communicate clearly with others.
- See and read; appropriately distinguish words, letters, and numbers.
- Regularly reach for and collect items.
- Infrequently climb, balance, stoop, kneel, or crouch.
- Infrequently move or lift up to 30 lbs., or push carts weighing up to 75 lbs.
- Occasionally travel and carry materials to and from various locations, with related exposure to outside elements.

Salary from \$41,500 depending on qualifications, with an excellent benefits package:

- WPL pays both the employee and employer portions of health insurance coverage for full-time eligible employees, and makes a generous annual contribution into covered employees' individual Health Savings Accounts.
- WPL pays both the employee and employer portions to make the maximum allowable contribution into the Indiana Public Employee Retirement Fund for full-time eligible employees.
- WPL pays both the employee and employer portions for life insurance coverage for full-time eligible employees.
- Full-time professional employees accrue 20 vacation days annually; accrue sick leave; and are compensated for 12 holidays annually.
- WPL also offers both full- and part-time employees the option to participate in Hoosier S.T.A.R.T. retirement savings plans for employees of the State of Indiana.

Westchester Public Library is a township library operating two branches, a service center, and the Westchester Township History Museum; serving Chesterton, Porter, Burns Harbor, and Dune Acres; located four miles from Indiana Dunes National Park and forty-six miles from Chicago.

To apply, email PDFs of the following to Director Heather Chaddock at heather@wpl.lib.in.us

- Cover letter explaining why you are interested in and qualified for the role.
- Current resume.
- Three professional references, to include one former or current supervisor.