



## **LIBRARY AMBASSADOR – PART TIME**

“We are passionate about making a difference in our community, one person at a time, by enriching lives and empowering people through relevant, accessible, high quality library services.”

That's the library's mission. We want energetic, compassionate and fun people to help us fulfill it.

### **We are looking for someone special to work as a Library Ambassador.**

- 20 hours per week; \$20.00/hour.
- Includes evenings when necessary for events (Monday-Thursday, some Saturdays, one Sunday afternoon a month September - April)

### **This is a job you'll love:**

- The library is the heart of Parchment. You will nurture and deepen the library's connection with our community through effective programs, services, and partnerships with area agencies.
  - You will work with library staff to develop a quarterly slate of programs that inform, educate and entertain. You will be directly responsible for adult (ages 18+) programs.
  - You will nurture continuing partnerships with area agencies to offer access to essential social services on a regular basis at the library.
  - You will determine what services best meet the current needs of our patrons and work with library staff to develop and implement them.
  - You will get to know the people of our community by visiting schools, businesses, churches, agencies, and community leaders. You'll inform them about the library, gather their opinions, and welcome them into the library family.
- You will ensure our community knows about all that the library has to offer through the quarterly newsletter, print and online media, and through area agencies, groups, schools, businesses and churches. You will help develop and disseminate posters, brochures, and press releases.
- You will work with the Volunteer Shepherd and library staff to build and retain a vibrant corps of volunteers.
- You will assist the Library Director in finding and removing barriers that prevent anyone in our district from accessing library services.



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### Do you have what it takes?

- College degree preferred; library experience preferred; experience in community outreach / marketing strongly preferred.
- Computer literacy with MS Office proficiency required.
- Ability to communicate effectively and agreeably with the general public both orally and in writing.
- Highly-developed organizational skills. We plan events far in advance while closely guiding and monitoring current and near-future programs; there are many, many details to manage (ability to herd cats strongly preferred).
- Ability to connect with community partners, potential presenters, and library users in an open, welcoming, professional manner.
- Ability to stand walk crouch stoop squat twist climb and push/pull up to 50 pounds and lift up to 25 pounds.
- Reliable transportation.

### How to apply

- Send your resume and references to Teresa Stannard at [tstannard@parchmentlibrary.org](mailto:tstannard@parchmentlibrary.org)
- **Deadline:** April 20, 2019