



August 12, 2021

The Farmington Community Library is seeking an enthusiastic, empathetic, motivated full-time Para-Professional who can deliver Outreach Services to 20+ senior adult sites in our community. Under the supervision of the Adult Services Head, the Outreach Para-Professional provides a variety of services, including:

- **Deposit collections**
- **Training for use of Library electronic resources**
- **Programs offered in the Library with senior adults as the target audience**
- **Book Buddies – Book delivery service to homebound patrons**
- **Poetry Appreciation and Memoirs Writing programs, etc.**
- **Monthly programming in community assisted living facilities**

One's ability to respond well to the needs and interests of senior adults is critical for success in this position. The salary offered will be commensurate with education, previous experience and demonstrated job skills. Familiarity with the Farmington/Farmington Hills community and its resources is desired.

Essential Job Skills

- **Works independently within broad guidelines set by supervisor or by Library policies and practices**
- **Prepares reports of departmental functions and use statistics**
- **Represents the Library in outreach visits within the community**
- **Initiates and maintains contact with senior residences and senior centers in service area**
- **Has good working knowledge of popular literature for selection of outreach materials and recommendations to patrons**
- **Has valid driver's license without restrictions, with a good driving record and be able to drive the Library vehicle for outreach site visits**
- **Selects, loads, and delivers a personalized selection of library materials to homebound patrons**
- **Selects, loads, and delivers a collection of library materials to assisted living facilities in the community**
- **Demonstrates knowledge and patience in training others to use the Library catalog, the Internet and other electronic resources**
- **Recruits, schedules and supervises Outreach Service Pages and Volunteers**
- **Provides coverage to public service desks, as needed**
- **Maintains and updates Outreach Services Department Manual, as required**
- **1-2 years' experience in a library setting preferred**

Physical Requirements of the Job:

- The ability to lift, push and/or pull up to 40 lbs. and push carts weighing up to 200 lbs.
- The ability to sit, stand and walk for long periods
- The ability to bend, reach, crouch or stoop

Recommended Salary Range: \$34,939 – \$61,260 per year

Full-Time Position: 40 hours per week. Hours will be scheduled to include evenings, Saturdays and an occasional Sunday.

Fringe Benefits Include: Employer provided vacation, sick, holiday and personal business time, life insurance and 401 (a) Defined Contribution retirement plan. Other voluntary benefits available.

Deadline for Applications: Tuesday, August 31, 2021 by 5:00 p.m.

Please send your resume, application, http://history.farmlib.org/pdfs/Employment_Application.pdf and a letter of interest to:

Crystal Peterson, Executive Assistant
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