



3400 East Seyburn Drive
Auburn Hills, MI 48326
248.370.9466
ahplibrary.org



Position: Community Outreach Specialist
Pay: \$15.00 per hour
Benefits: (3) paid personal days per year. 457 Plan, after 1st year
Hours: 28 hours per week, including evenings and weekends.
Reports to: Marketing and Community Engagement Coordinator

The AHPL is seeking an enthusiastic, custom service focused candidate to join our team to oversee our home delivery service to patrons who are not able to visit the library in person.

Qualifications:

- Associate degree, vocational training or experience in the field of outreach services preferred.
- Experience working in libraries desired.
- Experience working with the elderly population with focus on outreach services
- Ability to promote and maintain effective relationships with other staff.
- Work well in a team environment as well as working independently.
- Excellent customer service skills: calm, tactful, supportive, and patient
- Proficiency with emerging technology.

Primary Duties and Responsibilities:

- Oversee and organize home delivery of library materials
- Participates quarterly in the Auburn Hills Senior Center Meals on Wheels program
- Recruits, trains and oversees home delivery volunteers
- Utilizes access to Oakland Talking Books through Rochester Hills Public Library
- Makes recommendations for large print and audiobook purchases for collection
- Facilitate outreach activities including off-site library circulation.
- Assist with offsite community events.
- Work with the Marketing Coordinator to implement publicity materials.
- Provide monthly statistics of home deliveries and outreach program



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Physical Demands:

- Specific vision abilities required by this job include: close vision, ability to adjust focus, and see keyboards. Must be able to sit, bend, and/or walk for extended periods of time. Must be able to reach, and carry books or boxes of books, push book carts, use the telephone, lift, push, pull objects weighing up to 40 pounds.

Submit cover letter and resume to: Lawrence Marble, Director marblel@ahplibrary.org

Application Deadline: Friday, April 1 by 5 p.m.

The Auburn Hills Public Library is an equal opportunity employer