



## The Indianapolis Public Library

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### Position Details

- **Title:** Public Services Associate II - Outreach
- **Location:** Library Services Center – Outreach Services
- **Hours:** Part-time, 20 hours per week
- **Schedule:** typically Monday through Friday, 8:00 am to 1:00 pm, occasional Saturdays and/or Sundays as needed
- **Pay Grade:** 0105
- **FLSA Status:** Non-Exempt
- **Submission Deadline:** Friday, February 16, 2018 at 11:59 pm

### Position Summary

Under general direction of Manager, Outreach the Public Services Associate II – Outreach plans and presents community outreach and activities. This position is a contract position by the Simon Grant. Primary duty is Preschool (ages 0-5) programming for home daycares and ministries. Other duties include assigned delivery routes to summer camps, processing and preparing collections to be delivered to multiply sites.

### A successful candidate will...

- Have a Bachelor's degree from an accredited college or university, or a Library Technical Assistant degree from Ivy Tech
- Indiana State Librarian Certificate 5 – Professional Assistant
- Have a valid Indiana driver's license
- One year of work experience in a public library (preferred)
- Be bilingual (preferred but not required)

### What does the job look like?

- Makes monthly visits to childcares and licensed home providers to present story programs.
- Creates story programs, including activities and music for children birth through preschool.
- Prepares resources for parents and providers designed to improve kindergarten readiness.
- Works with Outreach staff to promote and implement the summer reading program at various locations throughout Marion County.
- Occasionally assists on the bookmobile.
- Occasionally attends fairs and festivals representing the library in the community.

### What's In It for You?

IndyPL offers a robust compensation package! Our comprehensive benefits include: medical, dental and vision insurance coverage; 100% company-paid long term disability, low rates on group life coverage, generous amounts of PTO, and a Library paid pension plan. The Library proudly promotes from within as part of a strong commitment to providing career growth opportunities for employees of all levels.

*Interested in working for the Library, but this job doesn't seem like the right fit? Don't worry! We hire for a variety of different positions. Check out the Job Openings page on our website to see a few of the positions we hire for frequently. And watch our IndyPL Career Center page regularly so you don't miss any opportunities!*

We are proud to be an EEO/AA employer M/F/D/V.