



*Lake Travis Community Library
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LAKE TRAVIS COMMUNITY LIBRARY JOB DESCRIPTION

JOB TITLE

Outreach Preschool Coordinator, 20-30 hours per week

JOB SUMMARY

The Outreach Preschool Coordinator will drive and operate the Lake Travis Community Library Bookmobile, hosting story times at preschools inside the bookmobile and in community centers. Responsibilities include coordinating bookmobile stops with preschools and community partners, providing backup bookmobile stop coverage, creating story time content and programs, and supporting bookmobile and outreach operations in the library in Lakeway. This position will staff three or more bookmobile stops as the primary library contact. Opportunities for growth and launching additional outreach programs are available.

The bookmobile is a mobile library that drives to different areas of the Lake Travis Community Library District. A regular driver's license (No CDL) is required to drive the bookmobile and training will be provided in bookmobile operations. Working conditions are subject to weather conditions and are not as static as working inside the library building. There are more physical requirements, such as lifting, driving, and walking up and down stairs.

A strong candidate will be friendly, approachable, enthusiastic, flexible, organized, punctual, detail oriented, and outgoing. A passion for helping others is essential and an unflappable nature is key.

The position requires the ability to communicate orally and in writing, retrieve and return books to shelves, and operate a computer. The ability to work independently is essential. The Outreach Preschool Coordinator maintains an operating knowledge of the library automation system and maintains the confidentiality of library users' records.

JOB DUTIES

- A. Driving and operating the library's bookmobile
- B. Coordinating, planning, and promoting the bookmobile program at preschools
- C. Evaluating, interpreting, and analyzing bookmobile preschool operations
- D. Assisting with the selection of library materials for the bookmobile
- E. Implementing programs such as story times and crafts in conjunction with bookmobile visits
- F. Visiting preschools with story times and library circulation responsibilities

- G. Hosting one or more story times on a biweekly basis in a community center
- H. Developing and maintaining outreach materials
- I. Supervising and training volunteers on the bookmobile and at outreach events
- J. Providing reader's advisory services
- K. Instructing in the use of the bookmobile and its resources
- L. Tracking and monitoring bookmobile usage
- M. Coordinating outreach services with main library operations and programs
- N. Delivering excellent customer service and interacting with people of all ages
- O. Performing other duties as assigned

SKILL IN

- A. Working with preschool aged children
- B. Exercising independent judgment to solve staff, patron, and operational problems
- C. Adapting to changing needs
- D. Dependability and punctuality
- E. Problem solving
- F. Technology instruction and usage
- G. Marketing
- H. Strong interpersonal skills in a variety of situations and with a diverse patron population
- I. Developing relationships with patrons of all ages
- J. Communicating with the public in a timely and effective manner

REQUIRED EDUCATION, DEGREES, CERTIFICATES AND/OR LICENSES

- A. Valid Texas Driver's License required
- B. High school diploma required
- C. Two years of experience working with the public preferred
- D. Must be computer literate with working knowledge of the Microsoft Office Suite
- E. Spanish language skills will be considered an asset

PHYSICAL DEMANDS

Standing, sitting, walking, lifting, carrying, pushing, pulling, reaching, crouching, bending, vision, hearing, talking, using of foot controls, driving bookmobile, climbing stairs

SCHEDULE

Weekday mornings, schedule to be determined

Must be able to work a flexible schedule which may include evenings and weekends.

SALARY: \$22 per hour

To be considered for this position, please send a cover letter, resume, and application to Library Director Morgan McMillian at librarian@laketravislibrary.org by September 25, 2023. Applications are available at laketravislibrary.org. The LTCLD is an Equal Opportunity/Affirmative Action Employer.