



THE PHELPS LIBRARY
8 BANTA STREET, SUITE 200, PHELPS, NY 14532
(315) 548-3120 ♦ WWW.PHELPSLIBRARY.ORG

Education and Outreach Specialist Job Description

Reports to: Phelps Library Executive Director

Function: Leads and establishes community and mission-driven programming to attract and serve a multi-cultural and multigenerational audience with a particular focus on engagement, science, technology, engineering, arts and math.

Schedule: Part-time, 20 hours per week

Primary Responsibilities: To perform this job successfully, an individual must be able to perform each essential duty satisfactorily and performs other duties as assigned. The Education and Outreach Specialist's primary functions include:

- Assists with the coordination and development of the Phelps Library's educational and outreach classes and events, including classes geared for a multi-generation audience and specific user groups, special exhibits and the volunteer program
- Reaches out into the community to draw in participants from across the diverse community, ranging in age from pre-k to school and adult learners in order to drive year round attendance and engage the community in the Phelps Library's mission of "Educate, Collaborate, Cultivate, Grow."
- Coordinates and delivers education and outreach classes and events to meet New York State's Core and National Science Standards
- Maintains a working knowledge of current New York State's Core and National Science Standards
- Identifies and establishes new programming and outreach opportunities
- Evaluates and strengthens the Phelps Library's existing STEAM classes and events to achieve program participation and goals
- Serves as part of the library system-wide team that creates and executes educational classes and events
- Assists with and updates the Phelps Library's events calendar, website, and social media outlets in coordination with Executive Director and Information Technology Specialist

Qualifications

The requirements listed below are representative of the knowledge, skill and/or ability required for this position.

Education and Experience:

- Some post-secondary education
- Experience and/or strong interest in libraries with knowledge of current and innovative trends in Libraries, New York State Education and/or STEM Education
- Minimum of two years experience in a customer service position
- Experience with sharing knowledge with multi-generational groups, childhood education, public relations, marketing and/or public speaking is preferred
- Knowledge of Microsoft Office required; experience with Photoshop and library catalogs preferred.

Licenses and Certifications

- Valid Drivers' License preferred

Language Skills

- Ability to effectively present information and respond to questions from groups of children, teens, and adults

Physical Demands

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. While performing the duties of this Job, the employee is regularly required to sit, talk, hear and use hands to finger, handle, or feel. The employee is frequently required to walk and stand. The employee is occasionally required to climb or balance; stoop, kneel, crouch, or crawl. The employee must occasionally lift and/or move up to 15 pounds.

Work Environment

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. The noise level in the work environment is usually moderate.

ACKNOWLEDGEMENT

I have carefully read and understand the contents of this job description. I understand the responsibilities, requirements and duties expected of me. I understand that this is not necessarily an exhaustive list of responsibilities, skills, duties, requirements, efforts or working conditions associated with the job. While this list is intended to be an accurate reflection of the current job, the Phelps Library reserves the right to revise the functions and duties of the job or to require that additional or different tasks be performed as directed by Phelps Library. I understand that I may be required to work overtime, different shifts or hours outside the normally defined workday or workweek. I also understand that this job description does not constitute a contract of employment nor alter my status as an at-will employee. I have the right to terminate my employment at any time and for any reason, and the Phelps Library has a similar right.

Employee's Signature _____

Date _____

Supervisor _____

Date _____

The Phelps Library is an Equal Opportunity Employer. In compliance with the Americans with Disabilities Act and/or applicable state regulations, the Phelps Library will provide reasonable accommodations to qualified individuals with disabilities and encourages prospective employees and incumbents to discuss potential accommodations with a member of management.