



BEXLEY PUBLIC LIBRARY
2411 E. MAIN ST.
BEXLEY, OH 43209
614-231-9709

EMPLOYMENT OPPORTUNITY

Position Title: Outreach and Volunteer Associate

Date of Posting: 1/13/14

FLSA: Part-time, Non-Exempt

Average Designated Position Hours: 28

APPLICATIONS RECEIVED BEFORE JANUARY 19, 2014 WILL RECEIVE PREFERENCE

Schedule:

Monday, Wednesday, Friday 9-6
Every third Saturday 9-6, Sunday 1-5

Summary of Position:

Bexley Public Library seeks a positive, engaged, customer service-oriented individual for the position of Outreach and Volunteer Associate. This is a new position that will design, implement, and coordinate the library's volunteer program and enhance the library's senior outreach program. This position will also provide basic reference and information services to the general public. The successful candidate will possess: excellent interpersonal and communication skills, the ability to direct and work effectively with volunteers, strong organizational skills, the ability to work independently and to serve as an effective representative of the library in the community.

Summary of Requirements:

- Bachelor's degree and
- A minimum of one (1) year of customer service experience; or an equivalent combination of knowledge, skills, and experience.
- Volunteer management experience preferred

A complete list of requirements and the full position description are available on the library's website: www.bexleylibrary.org/employment

To apply, you must complete the following:

1. Complete and submit a Bexley Public Library job application form, located on the library's website: www.bexleylibrary.org/employment.
2. E-mail a copy of your resume, cover letter, and contact information for three professional references to: rrubin@bexleylibrary.org.