



## Muskingum County Library System

The Muskingum County Library System is seeking an Outreach Services Assistant.

Muskingum County is located in beautiful Southeastern Ohio just 50 miles east of Columbus, Ohio and is the home of Ohio University-Zanesville Campus, Zane State College, and Muskingum University. The Library proudly and enthusiastically connects people with information, ideas, and each other and seeks a candidate who values diversity, service, lifelong learning, innovation, community and integrity.

Location: John McIntire Library

Salary: \$14.47 per hour (32 hours per week)

Closing Date: July 2, 2021

Job Responsibilities: Under the supervision of the Outreach Services Manager, provides outreach services, including school and daycare storytimes, to youth from birth to 18 throughout Muskingum County and promotes strategic plan objectives.

Qualifications: Bachelor's degree or equivalent experience in a related field. Library experience preferred.

Required Knowledge, Skills and Abilities:

- Knowledge of library practices, outreach programming, readers advisory
- Ability to provide exceptional customer service
- Ability to physically load and unload books and other materials for transportation to and from outreach locations
- Ability to relate well with people of all ages and socioeconomic backgrounds
- Ability organize work; define problems, collect data, establish facts and draw valid conclusions
- Ability to exhibit creativity to prepare informative and entertaining programs
- Ability to maintain confidentiality of confidential and sensitive subject matter
- Skill in creating appropriate programs for all ages
- Skill in operation of library equipment, online catalogue and other library equipment and resources

Please send your resume and three references to **Samantha Maxwell, HR Director** at [samantham@muskingumlibrary.org](mailto:samantham@muskingumlibrary.org) or mail to:  
220 N. Fifth St  
Zanesville, OH 43701

Muskingum County Library System is an Equal Opportunity Employer.