

# Coastal Plain Regional Library System

Serving Ben Hill, Berrien, Cook, Irwin, Tift, and Turner Counties

**Position Title: Outreach Services Coordinator**

**Type of Position: Full time, benefit earning**

**Salary: \$35,568 annually**

**Application Deadline: April 30, 2021 or until filled**

**Application Instructions:**

**Send cover letter, resume, and three professional references to:**

**Sandy Hester, Director at [shester@cprl.org](mailto:shester@cprl.org) or mail to:**

**Attn: Outreach Services Coordinator**

**Coastal Plain Regional Library System**

**2014 Chestnut Avenue, Tifton, GA 31794**

**Job Description:**

The Coastal Plain Regional Library System strives to enrich lives by connecting patrons of all ages with valuable resources, innovative technology, and quality information. To help achieve this mission, CPRLS is seeking an energetic, self-motivated, and innovative team member to serve as Outreach Services Coordinator for a six county area in beautiful rural South Georgia. Achieving true, county-wide engagement across our service area will require creativity, flexibility, and the ability to think outside the traditional walls of the library. In this new position for CPRLS, the Outreach Services Coordinator will have the opportunity to build a program from the ground up. From planning, to seeking funding, to implementing, this team member will strive to provide equitable access to library services to those who may not otherwise be able to utilize in-house library services.

**Areas of Responsibility:**

Outreach:

- Plan, implement, and evaluate outreach activities, including establishing relationships, seeking funding, maintaining budgets, and collecting statistical data
- Provide informational services directly to members of the community at off-site locations spread across the six-county service area
- Coordinate with regional and branch staff on opportunities for outreach via community-wide fairs, festivals, and other activities to promote library services, often scheduled for nights and weekends
- Evaluate and match community needs to exciting and new library resources
- Provide other support tasks relating to outreach and general library promotion
- Increase public awareness of library services to current and future patrons

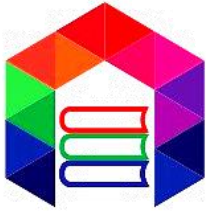
Miscellaneous:

- Assist with staffing the circulation desk at the Headquarters facility as needed
- Provide back-up courier services to all CPRLS facilities as needed
- Coordinate regular maintenance and upkeep of library fleet vehicles
- Other duties as assigned

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2014 Chestnut Avenue, Tifton, GA 31794 ♦ 229.386.3400 ♦ 229.386.7007 fax

**Member Libraries:** Fitzgerald Ben Hill Co. Library ♦ Carrie Dorsey Perry Memorial Library ♦ Cook County Library ♦ Irwin County Library ♦ Tifton-Tift County Public Library ♦ Victoria Evans Memorial Library



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## Qualifications:

- Minimum: Bachelor's degree. *Other combinations of education and experience may be considered with required knowledge and skills.* Experience in customer service or working with the general public. Strong skills in public speaking, presentation of programs, and verbal communications. Strong computer skills with the ability to assist patrons with a variety of computer actions and applications. Valid Georgia Driver's License and transportation.
- Preferred: Public library experience involving programming, reference services, information technology, and/or circulation services.

## Physical Demands and Additional Skills:

- Ability to drive library outreach vehicle (large transit van and/or bus) - CDL not required.
- Ability to load and unload courier bags/totes weighing not more than 30 pounds
- Ability to communicate effectively with others in person, in writing, and via telephone.
- Ability to work independently, organize and prioritize work, respond to varied/changing work demands and make decisions as required.
- Ability to work flexible hours, including evenings and weekends in both inside and outside environments
- Employ creative decision-making and problem-solving skills