



***Outreach Services Educator***

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| <b>Supervisor</b>       | Mary Hall  |
| <b>Hours per Week</b>   | 37.50  |
| <b>Work Schedule</b>    | Full time. Day, evening, and weekend shifts required.  |
| <b>Salary</b>           | \$15.00 per hour minimum   |
| <b>Benefits</b>         | Standard benefits include participation in the Indiana Public Employees Retirement Fund, medical insurance, life insurance, vision insurance, and short-term disability insurance. Other benefits available at employee expense.   |
| <b>Overview</b>         | The Outreach Services Educator will enjoy presenting age-appropriate, educational, and entertaining programs for all ages at a variety of community venues, including North Lawrence Community Schools classrooms.   |
| <b>Responsibilities</b> | <ul style="list-style-type: none"> <li>➤ Project a positive image of the Library throughout the community, in manner and appearance.</li> <li>➤ Present educational and entertaining programs for all ages at a variety of school and community venues.</li> <li>➤ Under the direction of the Outreach Services Coordinator, use Indiana Department of Education State Standards as a guide to help design and plan programs for Bedford North Lawrence school classrooms.</li> <li>➤ Possess effective classroom management skills and enjoy interacting with students of all ages and school faculty.</li> <li>➤ Provide excellent customer service to customers of all ages throughout the Library and community.</li> <li>➤ Reflect a positive attitude toward change and trying new things.</li> <li>➤ Use a variety of hardware, software, and websites to create and present programs.</li> <li>➤ Show initiative and enthusiasm.</li> <li>➤ Work cooperatively with other staff members throughout the organization.</li> <li>➤ Know Library policies and practices, especially those that relate directly to customer service.</li> </ul> |

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| <p><b>Key Competencies</b></p>                          | <ul style="list-style-type: none"> <li>➤ Energy and stamina.</li> <li>➤ Enthusiasm and engagement.</li> <li>➤ Enjoy people of all ages, especially Elementary School age.</li> <li>➤ Courteous, friendly, flexible, and accommodating.</li> <li>➤ Technologically savvy.</li> <li>➤ Planning and organization.</li> <li>➤ Enjoyment of learning.</li> <li>➤ Collaboration.</li> <li>➤ Proactive.</li> <li>➤ Innovative.</li> <li>➤ Reliable.</li> </ul>                                 |
| <p><b>Qualifications, Education, and Experience</b></p> | <ul style="list-style-type: none"> <li>➤ Bachelor's Degree required. Bachelor's Degree in Education preferred.</li> <li>➤ Experience working with groups of children.</li> <li>➤ Knowledge of teaching practices and classroom management.</li> <li>➤ Classroom experience desirable.</li> <li>➤ Interest in STEM learning and experiences.</li> <li>➤ Experience with a variety of hardware and software.</li> <li>➤ Experience, interest, and skill with new technologies.</li> </ul> |
| <p><b>Physical Demands</b></p>                          | <ul style="list-style-type: none"> <li>➤ Have the stamina and strength to lift, carry, load, and unload bags weighing up to 30 pounds throughout the day.</li> <li>➤ Have reliable transportation for daily travel throughout the North Lawrence tax district. Hold and maintain a valid Indiana Driver's License.</li> <li>➤ Sit, stand, walk, and speak frequently.</li> <li>➤ Stoop and bend frequently.</li> </ul>  |

TO APPLY: Submit E-mail resume and letter of application to: [smiller@bedlib.com](mailto:smiller@bedlib.com).

This job description is not all inclusive. The Bedford Public Library administration reserves the right to amend this job description at any time. The Bedford Public Library is an equal opportunity employer and as such will comply with all state and federal laws regarding employment practice.