Cape May County
Library System

Outreach Librarian (Librarian 1)

Cape May County Library System

The Outreach Librarian works with the Outreach Library assistant with the general goal of promoting the Cape May County Library system and its services to the community. The Outreach Librarian coordinates with community groups and organizations to have library representatives attend community events, oversees the library's Museum Pass program, and oversees the library's Homebound service. The Outreach Librarian serves as the head of the Outreach Committee and reports to the Assistant Director.

This position works 35 hours per week, and may include working a night and weekend shift as part of a rotating crew at the Cape May Court House Library. The schedule is highly variable with the possibility of working nights and weekends to cover community events. The Outreach Librarian is based in the Cape May Court House Library, but includes travel to other branches and community events as needed.

Duties and Responsibilities:

- Establish and maintain collaborative and effective working relationships with groups, organizations and businesses across the county
- Arrange talks and presentations with local groups and organizations
- Attend community events and gatherings to promote library services, including fairs, festivals, and parades
- Train members of the Outreach Committee, and work with them to provide coverage for community events
- Work closely with other departments to promote their services and events
- Coordinate library-wide campaigns and events with departments and branches, which may include National Library Week and National Library Card Sign-Up Month
- Distribute flyers, calendars, and other library informational materials to high traffic community centers
- Identify new outreach trends and brings new ideas to Administration
- Manage the Museum Pass program
- Assist in updating the library's website
- Assist in public relations and marketing efforts to promote library events and services

- Manage the selection, evaluation, and weeding of materials for assigned nonfiction sections
- Attend and participate in staff meetings, including committees
- Drive the Bookmobile to events
- Other duties as assigned

Knowledge/ Skills

- Excellent customer service skills.
- Ability to work collaboratively with patrons and coworkers
- Excellent communication skills, both verbal and written
- Excellent public speaking skills
- Basic computer skills, with the ability to adapt to new technologies
- Experience in using Microsoft Office Suite and Canva design software
- Experience with using social media platforms
- Ability to represent the library in a professional and polite manner
- Strong organizational and multi-tasking skills

Abilities

- Handle physical tasks, such as: lift or push up to 40 pounds, stand for long periods of time, sit for long periods of time
- Drive a car and Bookmobile, and hold a valid driver's license clear of violations
- Work a flexible schedule

Education/ Qualifications

- Master's Degree in Library Science from an ALA-accredited program required, or be currently enrolled in an ALA-accredited MLS program
- Have or be eligible for a New Jersey Public Librarian's Certificate per N.J.S.A. 45:8A-3 and N.J.A.C 15:23-2.1(a)
- New Jersey state residency required per N.J.S.A. 52:14-7 (L. 2011, Chapter 70)

Salary & Benefits

- Salary: Starts at $52,000 a year, commensurate with experience
- Health benefits, including dental, prescription and optical
- New Jersey pension
- 12 vacation days per year (increasing with years worked), 15 sick days per year, 3 personal days per year

To Apply

Please submit a resume, a cover letter, and three professional references to Vicki Wright, Assistant Director, at vickiw@cmclibrary.org, by Tuesday, November 24th.

To learn more about this position please visit the New Jersey Civil Service Commission website and review the job specification: https://info.csc.nj.gov/jobspec/07569.htm.