

Warren County Public Library
Community Resilience Lead
Job Description

Job Status: Full time, hourly

Reports To: Community Outreach Manager & Executive Team

Work Schedule: Both flexible + structured hours

Location: Lisa Rice Library (1225 State St); travel to other branches and community locations as needed.

Starting Compensation: \$17/hour with full benefits (PTO; Retirement & Deferred Compensation; Health, Dental, Vision & Life Insurance)

JOB DESCRIPTION: Full time position for a communicative, creative, organized, and collaborative individual with a heart for community building and public service.

WCPL is committed to improving quality of life in Warren County by providing equitable access to information, resources, and services that our community needs. Candidates for the Community Resilience Lead position should be passionate about this commitment and eager to help develop these initiatives. This individual cares about the values of WCPL and the story we are building through our events and partnerships.

Ideal candidates for this position have previous work or volunteer experience in public service, community organizing, or non-profit work, and are skilled at working collaboratively with a variety of community partners. This individual is comfortable serving and advocating for patrons of all ages, backgrounds, and abilities with dignity, respect, and nonjudgement.

The Community Resilience Lead is expected to work at least one evening per week and one weekend per month and must be willing to be flexible with their schedule as needed to accommodate system-wide needs.

Location: All Warren County Public Library locations with a workstation based out of the Lisa Rice Library (1225 State St., Bowling Green, KY).

TASKS

- Assist Community Outreach Manager and Executive Team with the development and implementation of Blue and Gray Sky Resilience Initiatives by:
 - Supporting/coordinating the Little Free Shuttle program
 - Supporting/coordinating the LEAP Bus program
 - Supporting/coordinating START HERE, our Warren County Resource website, and communicating with START HERE partner orgs.

- Supporting/maintaining strategic relationships with community partners and stakeholders including the Red Cross Community Adaptation Program, Barren River District Health Department, BRIGHT Coalition, BRADD, and more.
- Assisting with reporting and grant writing for these initiatives.
- Coordinating the Community Care Collection
- Supporting/assisting with warming/cooling center operation during extreme weather.
- Participate in regular planning and visioning meetings with the Community Outreach Manager.
- Support the Community Outreach Manager in coordinating and implementing system-wide outreach initiatives including THRIVE and other community outreach events, visits, and programs.
- Attend community and partner events on behalf of the library. Advocate regularly for library programs and services at outreach events.
- Assist with staff safety training and protocol development.
- Communicate and represent WCPL outreach initiatives clearly and effectively to community partners, local stakeholders, and media.
- Develop and facilitate related library programming including workshops, educational opportunities, and events.
- Assist with other system-wide programs and services as needed.

KNOWLEDGE/SKILLS

- Strong project development and project management skills.
- Strong program and/or event planning skills.
- Strong organizational and communication skills and proven ability to problem solve independently.
- Strong emotional and interpersonal intelligence.
- Ability to be socially confident and energetic in large groups of people.
- Strong public servant mindset that is intrinsic to WCPL's culture.
- Cultural competence skills.
- Ability to serve community members of all backgrounds and demographics with empathy and dignity.
- Strong computer skills and familiarity with Google Suite and Microsoft Office.
- Experience with community outreach and development.
- Commitment to providing access and resources in the event of an emergency or disaster.

SUPERVISION & ACCOUNTABILITY

- This position is a part of the Programming Division.
- This position is supervised by the Community Outreach Manager and reports to all managers on duty.
- While this is a non-supervisory position, this position is expected to provide support to programmers and outreach staff and contractors.

SUGGESTED DEGREE OR EQUIVALENT EXPERIENCE

(One or more of the following)

- Experience working in a library setting in a services or outreach capacity.
- Experience working in a nonprofit, community center, or public service job.
- Experience in community program and event planning.
- Bachelor's degree in applicable/related field.

ABILITIES

- Able to communicate effectively with others, orally and in writing, including through email.
- Ability to report to a team and execute system initiatives.
- Able to identify and translate community members' needs and interests into effective library services and programs.
- Able to establish and maintain effective working relationships with co-workers, supervisors, patrons, community organizations, stakeholders, and volunteers, and to serve the public courteously.
- Able to be flexible and pivot toward ever changing community needs and priorities
- Able to recognize and set priorities, and to use initiative and independent judgment in a variety of situations.
- Willing to learn and stay current with emerging technology, including digital media.
- Must be able to (repeatedly) lift and carry bags of books/boxes/tables weighing up to 40 pounds.
- Must be able to speak in front of a large group.
- Must be able to drive a car and hold a valid driver's license.
- Must be available to work evenings and weekends.