

Warren County Public Library  
**Satellite Librarian - International Center**  
Job Description

**Job Status:** Part time, hourly

**Reports To:** Satellite Lead, Community Outreach Manager, Executive Branch Manager

**Work Schedule:** Structured hours

**Location:** International Center of KY (806 Kenton St, Bowling Green, KY 42101); travel to other branches and community locations as needed.

**Starting Compensation:** \$17/hr

**JOB DESCRIPTION:** Part time position available for a communicative, resourceful, multilingual person who is passionate about serving library patrons in a multicultural setting. Candidates for this position can provide exemplary library service, programming, and advocacy for their patrons of all backgrounds, ages, and abilities. Candidates must be excellent communicators, independent workers, and problem solvers. This individual cares about the values of WCPL and the story we are building through our events, resources, and partnerships.

This position will be the onsite librarian at WCPL's newest satellite library, located inside the International Center of KY. The International Center Satellite Librarian will provide a wide variety of library services and programming for patrons including circulation duties, readers' advisory, computer and technology support, storytimes, workshops, events, and more. The satellite librarian will work closely with both WCPL staff members and employees of the International Center to listen to, assess, and meet the needs of patrons and community members with resourcefulness and creativity.

## **TASKS**

- Circulation services including but not limited to: checking materials in and out, creating library cards for new patrons, managing patron accounts, communicating clearly with patrons about lending expectations.
- Reference services including but not limited to: readers' advisory and recommendations, computer and technology assistance, assistance accessing and using both physical and digital library resources.
- Assessing patron interests and providing relevant insight to Technical Services and WCPL leadership regarding book selection, organization, media, and other library materials for the International Center Satellite.

- Assessing patron interests and providing relevant insight to the Programming Division and WCPL leadership regarding storytimes, workshops, educational opportunities, and events for the International Center Satellite.
- Collaborating with employees of the International Center to serve the needs of library patrons across many different cultural backgrounds and ethnicities and who speak a variety of different languages.
- Other tasks as assigned.

## **KNOWLEDGE/SKILLS**

- Strong organizational and communication skills and proven ability to problem solve independently.
- Strong public service skills.
- Proficiency in more than one language.
- Ability to teach basic library services to new communities and patrons.
- Awareness of or ability to learn current trends in library services for patrons of all ages.
- Knowledge of standard library procedures, current information technology, Internet and database search capabilities.
- Cultural competence skills.

## **SUPERVISION & ACCOUNTABILITY**

- This position reports directly to Laura Brown (Satellite Lead), Emily Witthuhn (Community Outreach Manager), and Chris Jackson (Executive Branch Manager).
- This position is part of the Branch and Outreach teams.
- This is a non-supervisory position.

## **EDUCATION REQUIREMENTS**

- Bachelor's Degree in a related field or equivalent experience working with libraries.

## **ABILITIES**

- Ability to communicate effectively with others, orally and in writing, including through email.
- Ability to identify and translate children and adult needs and interests into effective library services and programs.
- Able to establish and maintain effective working relationships with co-workers, patrons, user groups, community organizations, volunteer groups and to serve the public courteously.

- Able to recognize and set priorities, and to use initiative and independent judgment in a variety of situations.
- Able to learn and stay current with emerging technology, including digital media.
- Must be able to lift and carry bags of books or boxes weighing up to 40 pounds.
- Must be able to speak in front of a group.
- Must be able to drive a car and hold a valid driver's license.
- Must be available to work evenings and weekends.