
220 West Tioga Street Tunkhannock, Pennsylvania 18657 • (570) 836-1677 • www.tunkhannocklibrary.org

Outreach Services Coordinator

General Duties

Selects and maintains the Outreach collection. Performs basic circulation functions, keeps track of borrower registration and establish new outreach deposit stations. Fills requests and delivers materials to outreach deposit stations.

Essential Functions and Responsibilities

Develops, maintains and grows the Outreach Collection in collaboration with the Director

Delivers materials to Outreach locations throughout Wyoming County and develop new outreach opportunities

Assesses the condition of returned books and gives damaged books to Cataloguing & Circulation Coordinator for deletion

Establishes and maintains patron records, and performs reader's advisory for patrons

Track Outreach circulation, requests and schedule on Excel spreadsheet and report Outreach circulation statistics to Director

Circulation Clerk desk shifts: work 2 or more shifts on the library circulation desk

Knowledge, Skills, Abilities

Outgoing personality with good communication skills and a desire to serve

Must have a valid Pennsylvania Driver license, reliable vehicle and good driving record and appropriate insurance

Must be able to lift up to 50 pounds, bend to lower shelves and reach to higher shelves

Computer experience is essential

Able to work independently and manage multiple priorities

Position Hours

Typically works 28 hours a week: Outreach and at the library circulation desk

Must be willing to work some evenings and weekends