Position Title: Outreach Assistant (Mobile Library)  
Location: KRLS Headquarters - Pine River, MN  
Hours: 20 hours per week, some flexibility required  
  Week 1 Tuesday 7-4:30 (9), Thursday 7-4:30 (9), Friday 7-9 (2)  
  Week 2 Thursday 7-3 (7.5), Friday 7-10:30 (3.5), Saturday 7-4:30 (9)  
Outreach schedule requires some flexibility in accordance with hours as listed on krls.org.  
Position available: August 2023  

Position Description:  
Join the Kitchigami Regional Library team as an Outreach Assistant and serve communities within our 5-county service area. The ideal candidate is friendly and customer-focused with excellent attention to detail and ability to work independently. Duties include:  
- Ensuring vehicle has adequate gas and oil for outreach trips and performing routine maintenance checks.  
- Keeping records of vehicle use.  
- Processing library materials for associate libraries.  
- Requesting and circulating library materials; assisting customers with accounts and materials.  
- Driving the outreach vehicle in a safe manner to specific locations in accordance with established schedules in order to provide public service to the community.  

Qualifications and Skills:  
- High school diploma or GED  
- 1-3 years of related library or customer service experience  
- Possession of a valid Minnesota Driver’s license and good driving record  
- Experience driving and effectively maintaining a schedule  
- Ability to lift up to 50 pounds at one time  
- Ability to analyze potential or existing problems and make recommendations or appropriate decisions  
- Dependable and punctual  
- Knowledge of computers, technology, and basic understanding of computer operations  
- Basic understanding of public library functions and the Dewey Decimal System  
- Ability to establish pleasant, effective working relations with customers and staff  
- Ability to work without direction or direct supervision  
- Basic mechanical ability helpful  

Wage:  
$16.47 per hour  

Application Procedure:  
Application forms and job description are available at all branch locations within KRL and can be found online at www.krls.org. Position will remain open until filled.  

Applications will be accepted at KRLS Headquarters in Pine River, MN or may be mailed to:  
  Director  
  Kitchigami Regional Library  
  PO Box 84  
  Pine River, MN 56474  

Only applicants meeting the requirements specified will be considered for interviews, and not all applicants may be interviewed.