

Shenandoah County

Library Outreach Services Coordinator

Job Summary

The Library Outreach Services Coordinator performs intermediate professional and administrative work managing and supervising outreach programs and services in public library and other community locations. The Outreach Coordinator will be responsible for establishing and maintaining relationships with community groups, non-profits, and government agencies that provide goods and services complimentary to the Library System's mission; does related work as required. Work is performed under the general supervision of the Library Director. Supervision is exercised over program volunteers.

Essential Job Functions

To perform this job successfully, an individual must be able to perform the essential job functions satisfactorily. The County provides reasonable accommodations to enable individuals with disabilities to perform the primary functions herein described.

- Establish and maintain information about goods, services, and other resources available from government and non-profit, or other sources in Shenandoah County.
- Serve as a liaison to the five Community Library locations to facilitate communication, implementation of programming, and exploring opportunities to expand services.
- Establish and maintain connections with underserved sectors of the community, particularly new Americans, racial/ethnic minorities, senior citizens, and teens.
- Attend community events to provide information about library services, and provide targeted programming related to the mission of the Library System.
- Establish and maintain relationships with local schools to provide information and coordinate services aimed at middle and high school-aged students.
- Creates promotional materials and publicizes programs and services.
- Assists in managing social media accounts and website presence for the Library System
- Assists patrons in identifying and accessing resources available through local non-profit, government, or other agencies.
- Assists in facilitating communication and coordination of services between local non-profits, public library locations, and local government agencies.
- Participates in planning for library system.
- Gathers statistics and prepares reports regarding outreach programs, and activities.
- Provides circulation services; registers new patrons.

- Assists in creating and maintaining a library of things.
- Assists in communicating and sharing information about library and community resources to non-English speaking communities.

Education and Experience

Requires a Bachelor's degree in Education, Library Science, or related field, considerable experience in a public library, or equivalent combination of education and experience.

Licenses or Certifications

None.

The anticipated annual starting pay for this FLSA non-exempt position is **\$48,507.74**, commensurate with qualifications, experience, and internal equity. The County offers an excellent benefits package, including the Virginia Retirement System, health and dental insurance, vacation and sick leave, and holidays. The successful candidate must pass a pre-employment, post-offer drug screening and background check.

The County application and position description are available at <https://shenandoahcountyva.us/Jobs.aspx>. Applications, along with an optional resume and cover letter may be submitted to the attention of Sandy Whitesides, Library Director, at 514 Stoney Creek Blvd. Edinburg, VA. 22824. Electronic submission is accepted and may be sent to swhitesides@countylib.org.

Recruitment will be open until the position is filled, with a first review of applications on **Monday, June 16, 2025**

To view a complete job description, please [Click Here](#)

To complete an Application, please [Click Here](#)

Shenandoah County Library System is an Equal Opportunity Employer