



MORRIS AREA PUBLIC LIBRARY
BOOKS FOR ALL

Facilities Outreach Coordinator

Salary \$18.00 - \$20.00 Hourly

Job Type: Full-time

Monday 8:30a-4:30p; Wednesday 8:30a - 4:30p; Thursday, 8:30a-4:30p; Saturday, 8:30a-4:00p
Evening and other weekend hours as needed
(32 hours/week)

Closing: February 28, 2025

SUMMARY:

We are excited to be evolving, expanding into our vibrant community and we are looking to add creative, hardworking staff as we embrace and enhance the charm of Morris, Illinois. Currently, we are looking for a full time split teammate who will cover Facilities and Outreach services. The successful candidate will maintain a clean, safe, and comfortable library atmosphere and will work with our community on growing and developing outreach relationships. This is a new position and we look forward to designing the duties and expectations with the right candidate. We need a detail-oriented person to perform general cleaning duties and light maintenance. They will work with our city partners, schools, and other civic organizations to bring Library programs out into the community. If your goal is to set the stage for comfortable, positive library interactions, we invite you to join our friendly staff to meet the varying needs of our patrons and facility!

PERKS:

- Flexible Schedule
- Health, vision and dental insurance
- Enrollment in IMRF (Illinois Municipal Retirement Fund)
- Paid Sick Time
- Paid PTO
- Continuing education opportunities
- Paid holidays throughout the year

ESSENTIAL DUTIES AND RESPONSIBILITIES:

The following duties and responsibilities are not all inclusive. Other duties may be assigned.

- **Perform custodial and maintenance operations with a positive attitude**
 - Prepare, schedule, and execute routine and periodic cleaning and maintenance under the supervision of the Director
 - Seasonal garden upkeep
 - Execute facility maintenance as needed, such as replacing light bulbs and repairing chair casters
 - Maintain cleaning supply inventory, reporting shortages to Director
 - Monitor the condition of the Library and promptly reports any unsafe conditions, actions, or practices
 - Proactively work with vendors on delivery and service issues



MORRIS AREA PUBLIC LIBRARY
BOOKS FOR ALL

- **Create Outreach relationships with a positive attitude**
 - Increases the library's visibility and community engagement
 - Creates and maintains community partnerships with schools, care centers and other agencies and represents the library at public events
 - Plans, coordinates and organizes outreach activities designed to bring new patrons into the library along with Marketing and Programming Departments
 - Implements internal and external communication strategies
 - Assists patrons with library services
 - Maintain flexible schedule to meet the demands of outreach events including some nights and weekends

JOB QUALIFICATIONS REQUIREMENTS:

The requirements listed below are representative of the knowledge, skills, and/or abilities required.

Required Knowledge, Skills and Abilities:

- Effective communication skills
- Strong interactions with community partners
- Creativity in assessment and flexible problem solving skills
- Ability to clean and maintain a healthy cleansed library space
- Ability to troubleshoot and resolve soil and stain issues
- Ability to follow library policies and procedures
- Ability to work with, maintain, and troubleshoot problems with lavatory equipment and dispensers
- Ability to stand, bend, and reach for extended periods of time
- Ability to repetitively lift up to 50lb

Please send applications to Resa, Library Director, rmai@morrislibrary.com. Thank you!



604 Liberty Street
Morris, IL 60450



PH (815) 942-6880
FX (815) 942-6415



morrislibrary.com
[facebook.com/MAPLD](https://www.facebook.com/MAPLD)