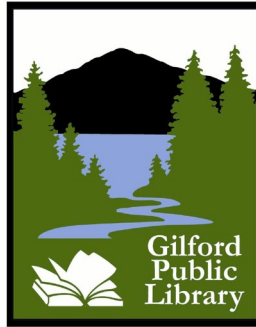


31 Potter Hill Road
Gilford, New Hampshire
03249



603-524-6042
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www.gilfordlibrary.org

Job Posting- Older Adult Outreach Coordinator

Gilford Public Library seeks professional to communicate and implement library programs and services, which meet the needs and enhance quality of life for our community's growing senior population. This is a shared position with local nonprofit "Gilford Neighbors", collaborating to identify residents who require services, and provide them with referrals and/or resources as needed.

Essential Duties and Responsibilities:

- Works regularly assigned shifts at public service desks assisting patrons by performing library functions including, but not limited to circulation and registration, placing reserves, performing basic reference service and assisting patrons in finding materials to match reading interests.
- Develops and presents engaging and innovative programming to older adults.
- Selects materials to develop collection that offers relevant resources.
- Performs outreach activities to identify isolated homebound older adult or disabled population.
- Assists in recruiting, training, and working with older volunteers.
- Serves as the Library liaison to Gilford Neighbors and any other group in Gilford whose mission includes serving the needs of older adults.

Qualifications:

- Track record of excellent service to older adults with strong communication skills.
- Comfort using technology with patrons.
- A curious, life-long learner with a positive can-do attitude and ability to see a silver-lining in any situation.
- Patience in teaching others.
- Highly effective collaboration skills and ability to work in a team environment.
- Flexibility and the ability to prioritize competing duties and responsibilities.

Hours: Part-time (20-24hrs per week) with occasional evening and occasional Saturday hours.
Compensation \$16.00- \$18.00 per hour, commensurate with qualifications and experience.

To apply, please send cover letter and resume to Katherine Dormody, Library Director
Katherine@gilfordlibrary.org