



Ashe County Public Library Outreach Specialist – Part Time

Do you have a heart for serving older adults by providing library services in their homes or group care settings? Would you enjoy a job in which you spend part of your time on the road, delivering library materials to patrons, and part of your time in the library? We are seeking a candidate with a background in public libraries who enjoys building relationships with patrons for the purpose of providing access to library materials and services.

DATE LISTED: November 3, 2025

CLASS TITLE/JOB TITLE: Library Specialist I / Outreach Specialist

LIBRARY: Ashe County Public Library

CITY: West Jefferson, NC

STARTING SALARY/HOURS: \$11.93 per hour / 25 hours per week

QUALIFICATIONS: Completion of at least two years of college and three years of public library experience.

DUTIES: An employee in this position is responsible for providing library outreach services to aged, physically handicapped, and homebound citizens, individually and in group settings.

EXAMPLES OF WORK: Drives throughout the county to scheduled stops at patrons' homes and group facilities; selects books and other library materials based on patron interests; performs all circulation functions for outreach patrons; responsible for maintenance of outreach vehicle; plans, implements, and delivers programs; provides outreach programming in conjunction with other library departments; connects patrons with ABLS and other state and federal library services as appropriate; other duties as assigned

SELECTED KNOWLEDGE, SKILLS, AND ABILITIES: Deal tactfully, courteously, and effectively with the public and other employees; possess effective verbal and written communication skills; use computers and learn computer systems; possess considerable knowledge of reading levels and interests of outreach patrons; bend, lift, stoop, and carry; learn and follow established rules, policies, and procedures

TO APPLY: Send cover letter, resume, and references to County Librarian Laura McPherson at lmcpherson@arlibrary.org

CLOSING DATE: This position is open until filled.