

**Job title:** Guide: *part customer education, part reference advocate, part event planning*

**Business Unit:** Branch Services

**Position type:** Full time benefited position with excellent benefits.

**Job description:**

You create amazing experiences for our library customers. You are the person who connects the customer with information they seek. You develop and implement outstanding experience zone programs. You are a trainer and program coordinator at the branch. You are a natural leader, knowledgeable on all library operations and respected for your ability to have the customer leaving thrilled about the library.

Ready to join in a bold opportunity to help us take community library services to an entirely new dynamic realm?

**Who you are:**

- Whether in front of a group of people or working one-on-one, you're a natural-born teacher.
- You understand customer needs and enjoy connecting them with the right solutions; you're a sleuth at heart.
- You are an active listener; you're intuitive to people's needs.
- You engage well with others and are passionate about providing an exemplary customer experience.
- You're a team player who thinks quickly on your feet.
- You are a good listener with lots of patience.
- You're excited about the prospect of growing and learning in a changing environment.
- You inspire fun in the people around you.

**A position you'll love:**

- You conduct presentations and workshops for our experience zones whether they be technology training, a children's story time, a teen library program or a creative writing workshop.
- You are a wizard at teaching our library customers how to use our online databases.
- You are the host/coordinator of enterprise-wide programs for the experience zones.
- You are the genius reference go-to person in the library, including our AskCO participation.
- You design "how-to" training for library customers and staff on library basics such as copier 101 training, meeting room projector training, and digital camera interface training.
- In coordination with the Designer, you create and deliver amazing programs for your library.
- You love meeting and inspiring new people. You enjoy talking about and offering meaningful recommendations of the latest books, movies and music.
- You are an explorer; you are out on the floor with the library customers helping them with their journey through our experience zones.
- You are the outgoing tour guide of library; you share your knowledge about the library operations while entertaining your group.
- You know your way around technology, having the ability to teach new users about basic computer skills to more techie things like creating music, transferring images from digital cameras, and creating top-quality presentations.
- You make connections that enrich our library customer experience through developing online/paper bibliographies, adding content to the wikis, displays and creating transformational programming.
- You are a leader, happily taking on lead responsibilities, including person in charge, trainer of staff on operating procedures, and lead over other staff.
- You reach out to the community, presenting workshops for your local area.
- You are the branch liaison to committees, schools or other task forces.
- You are always looking for opportunities to have our library customers feel welcome; you register them for a library card, help them with a fee, request a book through RLD or ILL, assist them in our copy center, or walk them through their basic computer needs.
- You see the big picture, you understand when to jump and help in different areas.
- You take pride in our library, making sure we are clean and tidy and our displays are refreshed and looking beautiful.
- You have great ideas to share on District committees.
- You do the right thing. Every decision you make and action you take is an opportunity to demonstrate our collective integrity.

**Do you have what it takes?**

- College degree with MLS or Master's degree preferred
- You have presentation or training experience
- Computer literacy
- Library or bookstore experience preferred

**We are guided by these shared values:**

Compassion for our customers and each other

Passion for our product.

Eagerness to learn

Optimistic attitude - we believe that anything is possible

**Why Rangeview Library District?** A job with Rangeview Library District is a chance to use your knowledge and experience to enable transformations every day. You will be instrumental in helping our customers have fun, whether they're sitting by the fireplace with a newspaper, surfing the Internet, gaming in the teen room or learning something new at one of our many intriguing and entertaining programs. As you help and inspire others, you will also be inspired. This job will have you loving Monday mornings again.

**Your job will involve your being 'on the move' in our libraries:** You need to stand, walk, crouch, stoop, squat, twist, climb, push/pull up to 50 pounds, and lift up to 25 pounds.

If you are interested in joining our team, please submit an application (which can be downloaded from our website) and mail to: Human Resources, Rangeview Library District Administrative Building 11658 Huron, Northglenn, CO 80234.

*All application information can be turned in at any of our Rangeview Library branch locations as well.*

**REMEMBER TO APPLY BY THE POSTING DEADLINE.**

For more information about this position and our library district, visit our website at [www.anythinklibraries.org](http://www.anythinklibraries.org).