



October 8, 2026

Farmington Community Library (FCL) is proud to be a welcoming and inclusive space serving the Farmington and Farmington Hills communities. FCL provides opportunities for people to connect, exchange ideas, learn, and collaborate. Our programs, resources, and services are designed to respond to the evolving needs of our community. FCL is an Equal Opportunity Employer committed to providing an inclusive and equitable workplace. We welcome applicants from all backgrounds and are committed to building a talented team that reflects the community we serve.

- POSITION:** Senior Outreach Assistant (Part-time, Non-exempt)
- HOURS:** 24–28 hours per week; Primarily daytime hours, with occasional evening and weekend hours on a flexible basis. Weekly schedule will vary based on Senior Outreach site visits.
- PAY RATE:** \$19.75 per hour
- BENEFITS:** Paid vacation, sick time, and holidays; health insurance; dental/vision/hearing reimbursement; life and long-term disability insurance; employer-supported retirement and health savings plans

PRIMARY RESPONSIBILITIES:

The Senior Outreach Assistant reports to and works directly with the Senior Outreach Supervisor to support the delivery of library materials, programs, and services to residents of senior living facilities throughout the Farmington and Farmington Hills communities, as well as library material delivery services for homebound patrons.

- Plans, prepares, and assists with facilitating monthly activities and programs for residents of senior living facilities
- Prepares and delivers library materials to senior living facilities and homebound patrons, including checking materials in and out electronically, loading and unloading the Library's vehicle, and rotating materials in senior facility library collections
- Promotes Library collections, programs, resources, and services, including Library card registration



- Represents the Library at community events, resource fairs, and other outreach opportunities as assigned
- Assists with the maintenance and management of the Library's Large Print collection
- Builds and maintains positive, professional relationships with seniors, senior living facility staff, community partners, and other outreach contacts
- Drives and operates the Library's vehicle as needed to support material deliveries, facility visits, programs, and other outreach activities
- Other tasks as assigned

MINIMUM QUALIFICATIONS:

- High school diploma or equivalent
- Valid driver's license, satisfactory driving record, and the ability to safely operate the Library's vehicle; successful completion of a driving record check is required
- Minimum one year of customer service experience
- Minimum one year of experience using workplace technology and software, such as Microsoft Office Suite, with the ability to learn and use new technologies
- Effective oral and written communication skills, including the ability to clearly explain information and instructions to the intended audience
- Demonstrated interest in and commitment to providing responsive, engaging services and enrichment opportunities for older adults
- Demonstrated ability to work independently while also collaborating effectively with co-workers, community partners, and others

PREFERRED QUALIFICATIONS:

- Minimum one year of experience working in a public library
- Minimum one year of experience working with senior populations in various capacities

PHYSICAL ACTIVITY REQUIREMENTS:

Medium work – Lifting 20 to 50 pounds occasionally and 10 to 25 pounds frequently. The physical demand requirements are in excess of those used for Light Work and involve being on your feet generally most of the day.

HOW TO APPLY:

Applicants must submit a completed application, resume, and cover letter by 5:00 p.m. EST on Monday, October 26, 2026.