

## **INTERNATIONAL OPPORTUNITIES FOR LIBRARIANS**

who are gregarious, positive and self-disciplined with a love of learning, adventure and childhood and teenage literacy.

### **POSITION OPPORTUNITIES:**

- Internship
- Attachment
- Practicum
- Sabbatical
- Volunteer

### **WHERE:**

- Kenya
- Ghana

### **WHO IS ELIGIBLE:**

- Certified School Librarian
- Certified Teacher-Librarian
- Certified Library Media Specialist
- Certified Library & Information Technician
- Student enrolled in Library & Information Studies Program
- Graduate of Library & Information Studies

### **POSITION DESCRIPTION:**

- On-site services – sharing knowledge, technical assistance and training – at one or more of KEY's school libraries

### **TERM:**

- 2-3 months depending on the suitability and needs of both parties

### **KENYAN SCHOOL DATES:**

- TERM 1 January to March (12 weeks)
- TERM 2 May to July (12 weeks)
- TERM 3 September to October (8 weeks)

### **THE POSITION IS UNPAID.**

- Please allocate between \$2,500-\$4,000 for food, board and transportation costs depending on the average cost of living in the school's area

### **WHO YOU WILL REPORT TO:**

- Gladys, Programs Manager
- Email [gladys@keylibraries.org](mailto:gladys@keylibraries.org)
- Tel +254 708 168 038

## QUALIFICATIONS AND REQUIREMENTS FOR THE POSITION:

- Must be a Certified Librarian or must be enrolled in a library science degree from a postsecondary institution
- Must be fully vaccinated against COVID-19
- Must have all CDC-recommended travel vaccines for Kenya
- Must have travel visa for Kenya
- Must have insurance including health coverage

## REQUIRED SKILLS AND COMPETENCIES FOR THE POSITION:

- Computer literacy
- Ability to work in a team and alone under minimum supervision
- Ability to work in multicultural environment based on mutual respect and valuing differences
- Ability to be flexible
- Problem-solving skills
- Good user service skills
- Research and analytical skills
- Strong work ethic
- Strong interpersonal skills
- Sociable, action-oriented, enthusiastic, friendly and outgoing
- Planning and organizational skills
- Strong communication skills
- Good practical knowledge and understanding of school library operations
- Ability to adopt new emerging technologies in Library Information Systems

## OPPORTUNITIES ARE AVAILABLE AT THE FOLLOWING KEY LIBRARIES:

- Nairobi Primary School - Nairobi County
- Precious Blood Riruta (Girls Secondary School) - Nairobi County
- Chepsigot Secondary School - Elgeyo Marakwet County
- Kapchorwa Primary and Secondary School - Elgeyo-Marakwet County
- Lewa Conservancy Primary School - Isiolo County
- Isiolo Girls - Isiolo County
- Gundua Mixed Day - Meru County
- Nakuru Girls - Nakuru County
- Iltolish Mara Primary School - Narok County
- Kapsabet Boys (Secondary School) - Nandi County
- Mulwanda Primary and Secondary Schools - Kakamega County
- Chepketeret Primary School - Elgeyo-Marakwet County
- St. Patrick's Boys High Iten - Elgeyo-Marakwet County
- St. Joan Primary School - Uasin Gishu County
- Shella Primary School - Lamu County
- Bright Girls Secondary School1- Lamu County
- Hope Primary School - Kakuma Refugee Camp
- Dadwen Schools Complex - Ghana

## TASKS AND RESPONSIBILITIES OF THE ROLE

### A Provide librarians with instruction and skills support for tasks, which include:

### B Help librarians measure output and performance of their library:

1. Charge and discharge information materials, update user records to facilitate utilization of library services and resources.	→ Number of materials checked out and received → Number of users served/number of users' accounts updated and created
2. Provide reference information to the library user community to facilitate information access and use. Promote reading and the enjoyment of reading in all its forms. Respond to library user questions and complaints, taking action as necessary.	→ List of quick reference queries completed → Number of activities held to promote reading → Number of complaints resolved
3. Provide library user education through library orientation and training sessions to promote users' information literacy.	→ Number of training sessions conducted → Number of orientations done for classes → User satisfaction with training reports
4. Organize and maintain library stock (shelving and shelf reading, organizing book displays) to facilitate identification, retrieval and usage of information resources.	→ Accuracy and timeliness of shelving and shelf reading → Organize collection using the subject classification scheme
5. Train, monitor and work with the librarian to reach the school community. Train the student library council on how the library works. Perform in-depth, strategic research, and synthesize, analyze, edit and filter information.	→ Statistics of successfully trained students → Statistics of successfully trained teachers → Number of sessions training the librarian → Amount of feedback received
6. Participate in the weeding of library materials. Evaluate materials to determine outdated or unused items to be discarded.	→ Number of items identified with zero usage over a considerable period of time and removed from the shelves
7. Process and prepare reports of library overdue materials and find ways to recover the materials.	→ Weekly reports on overdue materials → Number of reminders sent to library users with materials
8. Confer with teachers, parents, community leaders and organizations to develop, plan and conduct programs in reading, viewing and communication skills.	→ Number of sessions/meetings held with teachers and other library stakeholders → Number of programs introduced to the library
9. Receive, evaluate, verify and process newly purchased books, games, toys and other library materials.	→ Number of information resources received, verified and processed
10. Stock taking and reconciliation for the purpose of accurate inventory audit and valuation.	→ Number of corrected items → Statistics of items listed at the accession register
11. Registration for new library users in KOHA to facilitate library access and deletion of users who are no longer library users.	→ Number of users registered → Number of users deleted
12. Process materials for binding to facilitate repairs.	→ Number of items processed for binding
13. Identify, retrieve and link items on high demand to the respective users to provide equal access.	→ Number of items identified, retrieved and linked to respective users
14. Identify, evaluate and examine audiovisual, graphic and picture book materials to determine the quality of reproduction and the suitability of viewership.	→ Number of audiovisual materials, graphic novels and picture books evaluated → Volume of inappropriate material identified
15. Promote the use of the library resource centre to the school community and foster an atmosphere which is conducive to positive learning experiences for users of the service.	→ Number of events held in the library → Number of guests invited for library talks → Total number of users of the library → Number of promotional materials used
16. Assist with library clearances to students, teachers and staff. Participate in budgeting, planning and personnel activities.	→ Number of clearances processed → Number of activities participated in

## TASKS AND RESPONSIBILITIES OF THE ROLE

**A** Provide librarians with instruction and skills support for tasks, which include:

**B** Help librarians measure output and performance of their library:

17. Perform public relations work for the library, such as social media posts, giving interviews and community talks. Update school notice board with library notices.	<ul style="list-style-type: none"> <li>→ Number of notices put up</li> <li>→ Number of community talks and interviews held</li> </ul>
18. Develop information access aids such as indexes and annotated bibliographies, web pages, electronic pathfinders and on-line tutorials.	<ul style="list-style-type: none"> <li>→ Number of access aids developed, annotated bibliographies and web pages created</li> </ul>
19. Provide training to select, develop, organize and maintain library collections and provide advisory services for users.	<ul style="list-style-type: none"> <li>→ Number of advisory services provided</li> <li>→ Number of recommendations for new purchases</li> </ul>
20. Have an understanding of the community, culture and general practices of the library and participate in the library surveys.	<ul style="list-style-type: none"> <li>→ Number of library surveys participated in</li> <li>→ Number of community engagements</li> </ul>
21. Explain the relevance and use of library facilities, resources, equipment, services and library policies to the school's wider community.	<ul style="list-style-type: none"> <li>→ Document the number of activities</li> <li>→ Prepare workplans for library activities and services</li> <li>→ Submit monthly reports</li> </ul>
22. Any other duties as may be assigned from time to time.	<ul style="list-style-type: none"> <li>→ Document other duties as assigned</li> </ul>

Submit your expression of interest for the above on-site volunteer opportunity.

**APPLY NOW**