

Children's Services & Program Coordinator

*Wage categorization as *Program Coordinator* in Appendix A of BCGEU CBA - Level 1

PRIMARY FUNCTION:

Create, coordinate, implement and promote children's services and programming.

DUTIES AND RESPONSIBILITIES:

1. Responsible for promoting the library's objectives and mission as outlined in the policy; uphold the CLA Statement on Intellectual Freedom; and provide a superior level of service to library patrons.
2. Responsible for the coordination, development and delivery of children's and young adult's services.
3. Responsible for the coordination, development and delivery of programs targeted toward children, young adults and families for educational, enrichment or entertainment purposes.
4. Seeks to build and secure partnerships within the community, including sponsorship and/or donations for programs and children's services.
5. Maintain statistical information on program attendance, as well as completion of outcome-based reports to sponsors and contributors at their request.
6. Promotion of programs via in-library advertisement, library website, and social media. Acts as media contact for programs and Children's Services.
7. Assists in maintaining the library's online presence, through social media and library website updates with a focus on the calendar of events.
8. Adheres to budgets as assigned; monitors program and acquisitions expenditures.
9. Receive and respond to telephone inquiries pertaining to duties listed here.
10. Directs and supervises Summer Reading Program personnel.
11. Assists Director in personnel selection and management.
12. Takes initiative in maintaining awareness of modern developments and trends throughout children's services in libraries and in the community by attending conferences and suitable professional development opportunities.
13. Responsible for working in a spirit of teamwork, mutual help and consideration.
14. Performs other related duties as assigned.

SUPERVISION

Directly responsible to the Director of Library Services.

JOB STANDARDS AND REQUIREMENTS

Education: Masters of Library & Information Studies degree from accredited school or equivalent is preferred. College degree in any discipline considered an asset.

Experience: 3+ years of experience in related capacity within a public or academic library, preferably; or alternatively, in an office or public service organization that has provided experience in transferable skills.

Skills: Superior interpersonal, communication and customer service skills. Proficient in the use of computers, wireless devices (tablets, ereaders, smartphones), and basic troubleshooting of those devices. Proficient in the use of email and basic Internet searching to locate relevant information. Knowledgeable of Microsoft Office software including Word, Excel, Publisher. 40 WPM typing skills minimum. Knowledge of Sitka Evergreen ILS an asset.

Competencies:

- ✓ **Adaptability & Flexibility** Adapts to changing business needs, conditions, and work responsibilities
- ✓ **Building Collaborative Partnerships** Identifies, maintains and capitalizes on new partnership opportunities
- ✓ **Communication** Applies a range of methods to effectively transfer thoughts and ideas
- ✓ **Core Technology** Maintains awareness of commonly used technologies and applies technology effectively
- ✓ **Customer Focus & Service to Others** Works to efficiently meet the needs of library users
- ✓ **Initiative** Seeks ways of improving performance to meet organizational goals
- ✓ **Problem Solving** Works to solve problems efficiently and responsibly
- ✓ **Responsibility** Works to efficiently complete tasks in a timely and directed manner
- ✓ **Teamwork** Works collaboratively with others to achieve group goals and objectives
- ✓ **Technical Expertise** Applies and improves in-depth specialized knowledge and skills

Equipment: PC, cross-platform wireless devices, photocopiers, printers, and other standard office equipment.

How To Apply:

Email your Cover Letter and Resume to director@fsjpl.ca

Closing Date: Until Filled

We appreciate all those who apply, but only successful candidates will be contacted for interviews.