

Youth & Adult Program Coordinator

Supervisor: Manager

Overview

This position is primarily focused on planning, promoting, and facilitating library programs for youth (ages 7+) and adults, ensuring a welcoming and engaging experience for all patrons. The role also includes performing library clerk duties on an as-needed basis, requiring competency in basic library procedures and knowledge of the library's services and resources.

Primary Duties and Responsibilities

- **Program Development:** Research, plan, and organize engaging programs for youth and adults that align with the library's Plan of Service. Develop program schedules and maintain required supplies.
 - **Program Facilitation:** Lead programs in a safe, organized, and enjoyable manner, ensuring all participants are supported and registration information is properly recorded.
 - **Promotion:** Promote programs through digital and print media and community partnerships. Encourage participation and align library resources with program content.
 - **Evaluation and Reporting:** Gather participant feedback and statistics to assess program success and make improvements. Maintain accessible records of program plans, budgets, and evaluations.
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Secondary Duties and Responsibilities

- Greet and assist patrons in a welcoming and professional manner, both in person and by phone.
 - Assist patrons with locating resources, using the online catalog, and accessing e-resources.
 - Provide print, scan, and fax services, and ensure equipment is stocked and operational.
 - Offer basic public computer assistance or refer to a colleague when needed.
 - Support general library operations as required, including checking books in and out and assisting patrons with circulation procedures.
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Qualifications

- Strong written and verbal English communication skills.
- Proficiency in general computer use.
- Ability to work independently and accurately.
- Ability to interact positively with people of all ages and abilities.
- Creative, artistic and enthusiastic.

Physical Requirements

- Ability to communicate effectively and read computer screens and fine text.
- Ability to perform repetitive hand, arm, and body movements.
- Able to stand, walk, sit, reach, stoop, kneel, and lift materials up to 12 kg.
- Able to push a book cart weighing up to 55 kg.
- Ability to safely operate and ride the library's book bike for outreach purposes.

Priority given to candidates with:

- **Library Technician Diploma**
- **Early Childhood Education Diploma or Certificate**
- **Recreation Programming experience**
- **Community Support Work experience**
- **First Aid Training**
- **Food Safety Courses**