



JOB POSTING OCT2026

Job Title: Part- Time Library Assistant/ Program Coordinator

Location: Cremona Municipal Library, Cremona AB

Job Type: Part- Time

Hours: 12- 20 hours per week, with flexibility required in working schedule. Includes a 4-hour shift on Saturdays.

Salary Range: \$15.50- \$17.00 per hour (commensurate with experience), paid monthly

Cremona Municipal Library is seeking a dynamic, organized, and detail-oriented individual to join our team as a Part-Time Library Assistant/Program Coordinator. The ideal candidate will be friendly, creative, and enthusiastic about assisting patrons with technology, devices, and both print and electronic information resources. They should also be adept at using various service applications and web-based platforms. Passionate about learning and sharing knowledge, the successful candidate will be dedicated to supporting diverse needs with effective and innovative problem-solving skills. Our organization is committed to the Canadian Federation of Library Associations' position statements on Intellectual Freedom and Diversity and Inclusion. In this role, you'll be involved in the daily operations of the library, offer top-notch service to our patrons, and plan engaging programs and events that cater to community members of all ages.

About Us:

Our library staff are adaptable and friendly, committed to making a positive impact in our community. They excel at assisting people with various needs: one moment, they're answering technology questions; the next, they're running programs or helping someone find a book. They bridge the gap between people and the resources they need. Actively engaged in the community, they are tech-savvy, curious, and always eager to share their knowledge. Our staff are invaluable assets to the community.



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Key Responsibilities:

Library Assistance:

- Assist patrons with locating and borrowing library materials.
- Provide reference and information services to patrons.
- Process new library materials, including cataloging and shelving.
- Maintain the organization and cleanliness of library spaces.
- Assist with circulation desk duties, including checking materials in and out, managing holds, and handling patron inquiries.
- Register patrons and maintain accurate patron records.
- Other duties as assigned.

Program Coordination:

- Plan, develop, and implement a variety of programs and events for diverse age groups, including children, teens, adults, and seniors under the supervision of the Library Manager.
- Coordinate with local organizations, authors, and performers to arrange guest speakers and special events.
- Promote library programs and events through various channels, including social media, newsletters, and community bulletin boards.
- Establish relationships with key people in schools and other community organizations for promotions and/or partnering.
- Evaluate program success and gather feedback for continuous improvement.
- Maintain accurate records of program attendance and participation.
- Plan, prepare and maintain library displays including bulletin boards, book displays and passive programming.
- Assist with creating and distributing promotional materials.
- Support Library Manager with special projects and events.



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Qualifications:

- Minimum high school diploma or equivalent.
- Prior experience in a library setting or program coordination is a plus.
- Excellent communication and interpersonal skills.
- Strong organizational and time-management abilities.
- Strong computer skills in a variety of platforms (literacy and problem solving) and the ability to learn new computer programs as needed.
- Ability to work independently and as part of a team.
- Experience and comfort working with people of all ages.
- Enthusiasm for working with the public and promoting library services.
- If chosen as successful candidate, must provide a current Police Check and Child Intervention Record Check every 3 years.

Physical Requirements:

- Able to stand, walk or sit for long periods of time.
- Can climb, reach, stoop and kneel.
- Able to carry materials weighing up to 35 pounds.
- Manual dexterity to operate keyboards and library equipment.
- Speech and hearing sufficient to interact with patrons and read computer screens and fine text.
- Able to perform repetitive hand, arm, and body movements.
- Able to push a loaded book cart.