



## **Library Manager (Part Time – 15 Hours/Week)**

Nordegg Public Library – Nordegg, Alberta

Reports to: Clearwater County Library Board (CCLB)

### **About the Role**

The Nordegg Public Library is seeking a community-minded and organized individual to serve as Library Manager. This part-time position oversees the daily operations of a small, volunteer-run rural library. The Library Manager plays a key role in ensuring the library remains welcoming, well-organized, and responsive to community needs.

The Library Manager works independently while collaborating closely with the Clearwater County Library Board and a dedicated team of volunteers.

### **Key Responsibilities**

#### **Operations & Administration**

- Oversee day-to-day library operations
- Maintain and implement library policies and procedures
- Coordinate volunteer scheduling
- Prepare basic reports for the Library Board
- Ensure a safe, welcoming, and organized environment

#### **Volunteer Leadership**

- Recruit, train, and support volunteers
- Foster a respectful and positive team culture
- Provide guidance and problem-solving support

#### **Collection Management**

- Oversee shelving and organization of materials
- Coordinate acquisitions and donations
- Maintain accurate circulation records

#### **Community Engagement**

- Serve as the public face of the library
- Support programming and outreach initiatives
- Build partnerships with local organizations

## **Financial Oversight**

- Monitor a small operating budget
- Track expenses and assist with basic financial reporting
- Support fundraising and grant efforts

## **Qualifications**

### **Required**

- Strong organizational and communication skills
- Ability to work independently and lead volunteers
- Basic computer and administrative skills
- Current criminal record and vulnerable sector check

### **Assets**

- Experience in library services, education, nonprofit work, or community leadership
- Experience with volunteer coordination
- Knowledge of rural community engagement

## **Work Environment**

- Part-time (15 hours/week)
- Flexible scheduling with regular on-site presence
- Some evening or weekend availability may be required
- Collaborative, volunteer-driven rural setting

## **How to Apply**

Please submit your resume (with references) and a cover letter to Roy McConnell (CCLB board member) at [roym@nordegg.ca](mailto:roym@nordegg.ca). Applications will be accepted until **March 11, 2026**.

Expected start date in late March 2026.

## **Compensation**

Compensation commensurate with experience. Current salary range \$25.25 - \$27.25. The salary grid is currently under review.