



Job Title: Program Coordinator

Reporting to the Library Manager and Assistant Manager, the Program Coordinator orchestrates a robust calendar of exciting events and activities aligned with the library's strategic goals. Leading the programming initiatives, they transform the library into the town's top destination, curating programs for all ages and captivating audiences through savvy social media and marketing. The Program Coordinator tracks performance metrics, optimizes initiatives, and ensures every visit is an absolute page-turner.

Schedule: This is a permanent part-time position, which has 30 hours per week. This position will include varying schedules, including days, evenings, and weekends.

Compensation: \$22.26 - \$25.05, based on applicant qualifications and experience.

Responsibilities:

Programming (55%)

- Plan and implement library programs and special events for all age demographics.
- Coordinate with community partners to provide outreach programming.
- Assist with special projects and events.
- Maintain a program record book that includes detailed plans, budget, procurement, promotion, and evaluation, that is accessible to manager at all times.

Library and Administrative Services (15%)

- Supervise library programmer(s), students and assistants as needed.
- Record library program statistics.
- Develop programming budgets and provide a list of needed supplies to manager or assistant manager for them to purchase on a monthly basis.
- Provide monthly programming updates to the Manager for the Board package.
- Manage digital and social media communications, producing content, posting photographs and actively promoting the library through those channels.
- Perform opening and closing duties.
- Attend meetings when necessary.

Public Relations and Advocacy (25%)

- Add and edit content on the library website as required.
- Sit on library, town, and community committees if necessary.
- Work cooperatively with all library and town staff.
- Maintain excellent public relations with library users and the community.



Public Services (5%)

- Circulation duties as needed.
- Assist patrons in utilizing all library services, including memberships, resource and information retrieval, public computers and internet, printing and photocopying services, and programming.
- Provide reference service and readers' advisory as needed.
- Assist patrons in resource and information retrieval as needed.
- Knowledgeable of in-house services, programs, and technologies, and various town services.

Other Duties

- Additional duties as assigned

Qualifications

- 2 years of post-secondary education or equivalent
- Experience in library programming, event planning, or community engagement.
- Experience working with the public and comfortable speaking to groups of all ages and making presentations.
- Experience using social media, Canva, and other marketing tools.
- Proficient budget management skills to operate within allocated funding.
- Demonstrates an enthusiastic ability to provide excellent customer service.
- Demonstrates excellence in communication and interpersonal skills.
- Demonstrates strong creative and innovative thinking to develop engaging programs and events.
- Can contribute positively and work effectively within a team environment.
- Has the ability and knowledge to assist customers with the use of technology, devices, information resources (print and electronic), and in the use of various service applications and web-based platforms.
- Possesses effective and creative problem-solving and troubleshooting skills.
- Be committed to upholding the Canadian Federation of Library Associations' position statements on [Intellectual Freedom](#) and [Diversity and Inclusion](#).

Job Requirements

- Lifting and pushing up to 10 kg of library materials.
- Ability to squat, kneel, bend, and raise arms above shoulders.
- Repetitive hand movement for extended periods of time.
- Standing for extended periods of time.
- Works at off-site locations, as required.
- The ability to provide a recent criminal record check.
- Satisfactory Vulnerable Sector Check from the Police Service.