



JOB POSTING

Temporary Children's Program Coordinator

This is a Temporary Full-time opportunity providing 30 hours a week which may include days, evenings and weekends scheduled to begin September 15th, 2025 and conclude on January 1st, 2026.

The Rocky Mountain House Public Library is seeking an internal candidate to fill the role of Children's Program Coordinator. If you love working with children, planning programs & events, helping people find what they're looking for, and promoting life-long learning, this is the position for you.

POSITION SUMMARY

Under the direction of the Library Manager, the Children's Program Coordinator is responsible for assessing, developing, planning and facilitating implementation of library programming for children. The Children's Program Coordinator shows a genuine regard for children with the ability to provide instruction in a caring and nurturing environment. The Children's Program Coordinator gives top priority to excellent customer service to all patrons and guests of the library.

RESPONSIBILITIES

The following duties and responsibilities are normal for this position. These are not to be construed as exclusive or all-inclusive. Other duties may be required and assigned.

Primary Duties

- Plans, delivers and/ or performs as well as evaluates programs for children, including liaising with community groups, contacting speakers/performers. May deliver programs outside the library. Children's programming is largely performance based and may include puppetry, music, and storytelling.
- Assists library staff, such as the Program Coordinator and the Library Manager, with implementing additional programming.
- Provides information and readers' advisory services, using print and electronic sources, in response to patron needs.
- May assist in the identification of community priorities through community engagement and development techniques.
- Promotes the library and library programs through traditional and innovative means.
- Promotes the library's collection and services through planning, creating and/or setting up displays, resource lists and other means as appropriate. May conduct promotions to outside organizations.

QUALIFICATIONS

Education & Experience

Two-Year Library & Information Technology Diploma and/or an early childhood education diploma, plus two years related experience

OR

Bachelor's degree plus an equivalent combination of training and experience

Please state whether the above application requirements are met in your resume and/or cover letter.

Starting Hourly Rate of Pay: \$23.40

Schedule: Mondays – Fridays 9:30 AM – 4:00 PM **OR** Mondays – Thursdays 9:30 AM – 5:30 PM

Average of 60 hours bi-weekly. Variable hours including some evenings & weekends may be required.

Direct your cover letter and resume to Ben Worth at ben.armh@prl.ab.ca

Competition closes: Friday, August 22nd 2025

All appointments will be conditional on an acceptable criminal records check, vulnerable sector search, and child welfare check. More information will be provided at an interview.

Rocky Mountain House Public Library hires on the basis of merit and is committed to employment equity.

We encourage all qualified persons to apply and self-identify.

We thank you for your interest in in this position, however, only those candidates selected for an interview will be contacted.

Posting Date: July 24, 2025