

## OTONABEE – SOUTH MONAGHAN PUBLIC LIBRARY

Job Description – Library Program Coordinator		
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### Immediate Supervisor

CEO

### Position Supervised

Program Volunteers

The role of the Library Program Coordinator position is to assist the CEO to facilitate library services to the patrons of the Otonabee - South Monaghan Public Library, as required by the policies and procedures as established by the Otonabee - South Monaghan Public Library Board.

### Position Summary

The Program Coordinator is responsible for developing, coordinating, and delivering programming to our community and local school, and daycare; this includes colleges and universities. Programming should be engaging, creative and should support learning. This position will maintain social and community development while keeping to the library's strategic priorities. Maintaining the learning centres, plans workshops, speakers, computer/social media instructions, and one-on-one tutoring sessions. This position requires the ability to work a variety of hours including days, evenings, and weekends.

### Main Responsibilities

#### 1. Programming

- a) Develops and prepares program material and delivers regular in-house and virtual programs. Acquires materials to deliver programs.
- b) Establishes a schedule of programs and events in cooperation with the CEO and Program Communications Clerk.
- c) Organizes unique events tailored to specific groups (adults, teens, children, schools, and daycares).
- d) In cooperation with the Program Communications Clerk and the CEO determines the promotional components of programs to ensure successful publicity.
- e) Recruits and supervises volunteers as needed, for programs and dedicated events.
- f) In collaboration with library staff, organization of displays and the decoration of library branch for special events or holidays.
- g) Collect statistics monthly and report back to the CEO

#### 2. Organizational Support

- a) Help promote the library's collections through outreach, displays and activities.
- b) May contribute to the development of the collection by making suggestions to the CEO about materials that support program themes.
- c) Provides reference, reader advisory services and Library related technological support to patrons.
- d) Provides the Program Communication Clerk with regular social media topics and information.
- e) Acts as backup at the Circulation Desk as required. (See core duties)

#### 3. Community Outreach

- a) Delivers outreach services to local groups, communities and local schools and daycare.
- b) Engages with community partners, patrons, and community events in the promotion of Library programs.
- c) Acts as liaison between the library and local schools, daycares, and community groups.
- d) Create placement opportunities for college and university students when applicable.

**4. Grants and Funding**

- a) Collaborate with the CEO during the budgeting process for appropriate programming funding.
- b) Seeks and applies for grants, brings in event generated fees and explores other sources of revenue to help fund programs, supplies and technology.

**5. Learning Centres - Technology**

- a) Collaborate with the CEO and Program Communications Clerk to plan and implement workshops, one-on-one tutoring, technology demonstrations for all ages based on community needs.
- b) Provide training to individuals or groups in use of the Internet, email, desktop publishing, social media applications, operating systems, e-books, e-audio books etc.
- c) Assess programming needs and purchase for same within set budget.
- d) Apprise the CEO of equipment repairs, needs and replacements.
- e) Collaborates with the Program Communications Clerk to set up a maintenance schedule for all technology within all branches.
- f) Arranges volunteer support and notifies the CEO of staff support that may be needed.
- g) Liaises with individuals, community groups, the media, Township departments to arrange events and programs.
- h) May order supplies, equipment, and furnishings as per budget or as directed by the CEO.
- i) Collect statistics monthly and report back to the CEO

**6. Qualifications:**

Preferred:

- a) Graduate of accredited Library program (University or College), *EXCEL Certificate in managing a small public library* or equivalent experience.
- b) Experience working with young children, youth, and seniors in a library or community organizations
- c) Proficiency in using and giving instructions on computers, devices (smart phones, tablets, e-readers), Internet navigation, common office software and social media.
- d) Knowledge and involvement in the community and its social networks.
- e) Demonstrated excellent organizational skills.
- f) Prior experience with educational/programming for any public sector desirable.
- g) Experience working in the library field.
- h) Working knowledge of automated library systems.

Minimum

- a) Grade 12 diploma or equivalent
- b) Knowledge of library operations and services
- c) Strong computer, keyboarding, and electronic information resource skills
- d) Familiarity with Internet
- e) Excellent written and verbal communication skills.

- f) Excellent interpersonal skills and team-oriented work habits.
- g) Excellent organizational skills and a proven competency in managing projects and priorities
- h) Excellent public relation and customer relation skills.

**Core Duties (Applicable to all staff)**

- a) Open / Close library
- b) Provide patrons with assistance as required
- c) Provide patrons with information about the library and its services
- d) Provide readers' advisory and information services
- e) Create and edit memberships for new and existing patrons
- f) Check in / check out material at the circulation desk
- g) Shelve returned material
- h) Shelf-read
- i) Phone patrons regarding overdue material
- j) Shall have knowledge of the library collection and new additions to the collection in any format
- k) Handle cash
- l) Perform other duties as required

**Working Conditions:**

- a) Adequate workspace, with adequate temperatures, ventilation, and lighting.
- b) Normal exposure to noise, stress, and disruptions
- c) May move furniture, and shelving
- d) Medium work, with occasional lifting/carrying of objects with weights of twenty to fifty pounds
- e) Use of keyboard
- f) Eye strain
- g) Scanning/wrist movement (flipping books to be scanned)
- h) Coordinated movements of fingers/hand; and simple movements of feet/legs and torso, bending and reaching
- i) Requires some outdoor work such as light snow removal, watering of plants, light workplace cleaning when required.
- j) Must be able to pay close attention to details and concentrate on work

**Equipment Use**

- a) Software packages, Insignia library automation system, photocopier, fax machine, personal computer, alarm functions

**Conditions of Employment**

Ability to effectively communicate verbally and in writing; provide excellent customer service; recognize and set priorities; plan, organize, and coordinate work; work effectively in a team setting; display a cooperative attitude and work harmoniously with all levels of employees, volunteers, the public, and other organizations; complete assignments on time; understand and comply with all procedures, policies, and regulations; maintain prompt and regular attendance.

- a) Proven ability to exercise tact and good judgment
- b) Must successfully pass a Vulnerable Sector criminal record check.
- c) Possess ability to record, convey and present information, explain procedures, and follow instructions.
- d) Must be able to workdays, evenings, and weekends as part of scheduled hours
- e) Attend all staff meetings
- f) Must possess a valid driver's license
- g) May be required to take Emergency First Aid Certificate
- h) 24-hours per week, ability to work a variety of hours including days, evenings, and some weekends.
- i) Salary range \$28.08 -\$32.84.

**Other Duties**

- a) Ensure the confidentiality of all information in accordance with the Municipal Freedom of Information Officer
- b) Adhere to the Occupational Health and Safety Act and the Library Board's Health and Safety Policy