



Okotoks Public Library
7 Riverside Dr. West
Okotoks, AB T1S 1A6

403-938-2220

www.okotokslibrary.ca

Position Title: Children Services Coordinator

Position Hours: 35 hours per week (Permanent, Full-time)

Department: Youth Services

Salary: \$18.76 – \$23.95/hr

An exciting opportunity exists for an enthusiastic, customer oriented professional to play a key role in the operation of a busy public library that offers innovative programs and services, fosters and maintains strong community connections, and encourages literacy and lifelong learning.

Key Responsibilities:

- Experienced in planning, coordinating and implementing programs and services for children.
- Proficient storytelling skills and ability to use emerging technologies effectively in the delivery of services.
- Oversees the development and maintenance of the preschool materials collection which includes (but is not limited to) picture books, board books, level readers and audio-visual material.
- Adopts a community engagement mindset and develops and maintains effective relationships with schools, community groups and non-profits that target children in order to plan and deliver programs and services that meet local family needs and interests.
- Provides information and readers' advisory services for all ages with an emphasis on children ages 0-5 years.
- Maintains an awareness of preschool literature and services.
- Maintains good public relations with customers.
- Provides circulation and membership services including the check-out and check-in of materials, interpreting library policies and modifying customer accounts.
- Other duties as required.

Requirements/Qualifications:

- Completion of a Library Technician or related diploma/degree from a recognized post-secondary institution. Equivalent experience may be considered.
- Demonstrated experience in planning, coordinating and implementing preschool programs and services
- Demonstrated knowledge of preschool literature

- Strong technology skills in the areas of multi-media, print and electronic resources and a variety of computer software programs.
- High level of self-motivation, creativity and resourcefulness
- Excellent customer service skills and superior communication skills, both written and oral
- Demonstrated ability to manage collections and implement spending plans
- Ability to work positively and effectively in a team environment
- Demonstrated problem solving, project management and organizational skills
- Ability to work a range of hours including weekday, evening and weekend hours

Okotoks is situated just south of Calgary and is a growing community with an excellent commercial hub, wonderful green spaces, recreation and culture amenities, and walking/biking trails. At the heart of this vibrant rural community situated in the Sheep River Valley, is the Okotoks Public Library. The library is one of the busiest in the Marigold Library System and serves a Town of Okotoks population of nearly 30,000 and a M.D. of Foothills population of 25,000.

Applications must be received no later than: Tuesday, April 30, 2019

Cover letters and resumes should be addressed to:

Sarah Gillie, Assistant Director
Okotoks Public Library
7 Riverside Dr. West, Okotoks, AB T1S 1A6
Email: sgillie@okotokslibrary.ca

Note: All appointments will be conditional on an acceptable criminal records check.

We thank you for your interest in the Okotoks Public Library, however, only those applicants selected for an interview will be contacted. This position will remain open until a suitable candidate is found.