



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

403-938-2220

www.okotokslibrary.ca

Position Title: Teen Services Coordinator

Position Hours: 28 hours per week

Department: Youth Services

Salary: Commensurate with experience

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:

- Provides information and readers' advisory services for all ages with an emphasis on teens
- Oversees the development and maintenance of the young adult materials collection
- Adopts a community engagement mindset and develops and maintains effective relationships with schools, community groups and non-profits that target youth in order to plan and deliver programs and services that meet local teen needs and interests
- Maintains an awareness of young adult 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 teen programs and services
- Demonstrated knowledge of young adult and teen literature
- Demonstrated ability to manage collections and implement spending plans
- Strong technology skills in the areas of multi-media, social 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
- 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 fast 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 30,000 and a M.D. of Foothills population of 25,000.

Cover letters and resumes should be addressed to:

Tessa Nettleton, Library Director
Okotoks Public Library
7 Riverside Dr. West, Okotoks, AB T1S 1A6
Email: assistant@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.