



Job Posting
Permanent Children and Youth Program Coordinator (Full-Time)
Job # 012024-02 Posting Date: January 11, 2024

The New Tecumseth Public Library is now seeking a people-oriented individual to work in all three Branches (Alliston, Tottenham and Beeton) as a **Permanent Full-Time Children and Youth Program Coordinator**. The successful applicants will be required to work with a very high degree of accuracy, exercise tact and independent judgment in accordance with library policy and must possess demonstrated respect and appreciation for patrons of all ages. It is anticipated that there will be opportunities for additional hours available from time to time, and that the applicant should be available to work at all three branches and have transportation to the same.

Requirements:

- Minimum Library Technician Diploma or equivalent in training and experience
- Bachelor's Degree with some concentration in Childhood Development, Children's literature, or related studies; courses in the provision of youth programs from a recognized academic or training program preferred
- Courses in the provision of Reader's Advisor and Reference Services from a recognized program preferred
- At least 2 years of work experience, preferably in public library work
- Good communication skills (including reading, writing, listening and speaking skills)
- Experience is successfully facilitating children's and youth programming
- Excellent communication and public relations skills essential

Duties:

- Plan, organize, implement and evaluate in-house and outreach, children's and youth programs.
- Under the direction of the Manager, coordinate the work of children's and youth special programs and other staff involved with children's and youth programs.
- Under the direction of the Manager, provide training to staff assisting with children's and youth programs.
- Compile statistics and program evaluations, prepare reports, make recommendations and consult as required with the CEO and/or Branch Manager on matters related to Children's and Youth Services.
- Assist parents in selecting and locating library materials related to parenting, children's and youth development, and children's and youth age-appropriate reading and viewing materials.
- Assist in developing and implementing publicity and marketing initiatives for children's and youth programs. Draft promotional material for children's and youth programs.
- Performs check in/check out of library materials.
- Other duties as may be assigned from time to time.



Wage Rate: \$32.18 per hour.

Hours of Work: 35 hours per week. **Hours and location are subject to change at any time.**

Base Location: D.A Jones Branch (Beeton)

	Mon	Tues	Wed	Thurs	Fri	Sat
Week A		9:30-5 Bee	12:30-8 Bee	9:30-5 Bee	9:30-5 Bee	9:30-5 Bee
Week B	9:30-5 Bee	9:30-5 Bee	12:30-8 Bee	9:30-5 Bee	9:30-5 Bee	
Week C	9:30-5 Bee	9:30-5 Bee	12:30-8 Bee	9:30-5 Bee	9:30-5 Bee	

Please submit your cover letter and resume in one PDF format document to jmole@ntpl.ca no later than 4:30PM on Friday, 19 January 2024. Please quote Job Posting # 012024-02 in the subject line of your email.

We thank you for your interest, however; only those selected for an interview will be contacted. The New Tecumseth Public Library is an equal opportunity employer that is committed to inclusive, barrier-free recruitment and selection processes. If contacted for an interview, please advise the recruiter if you require accommodation.