

Welland Public Library
Temporary Full-Time Coordinator of Children and Youth Services – EXEMPT
(14 Month Maternity/Parental Leave Contract – with possibility of extension)

Under the general direction of the Manager of Public Services, the Coordinator of Children and Youth Services is responsible for the planning, implementation and evaluation of youth and children's services and programs in a multi-branch system. This position also provides reference, information, reader's advisory and circulation services to customers using a variety of resources including print materials, electronic information and integrated library software. The work includes supervisory and administrative duties in a unionized environment.

Primary Duties:

- Develops and implements goals, objectives and procedures for youth and children's services and programs, consistent with the library's mission, goals and objectives
- Promotes the library through community liaison, tours, group presentations, and programs
- Plans, coordinates and conducts story times, class visits, and other programs for children and youth.
- Provides leadership and guidance to staff through supervision, staff selection, orientation, training, staff development and performance appraisal
- Coordinates and develops collections including material selection, collection maintenance, and weeding and/or discarding of library materials consistent with the library's collection development guidelines
- Provides reference, information, and reader's advisory services using a variety of electronic and print information sources. Assists the public in the use of electronic and print resources

Required Education, Training and Experience:

- Masters Degree in Library Science from an accredited ALA library school or equivalent library degree
- Minimum of two (2) years related experience
- Supervisory skills and experience working with children and teens

Knowledge, Skills and Abilities:

- Strong interpersonal, communication, organizational, and customer service skills
- Ability to problem-solve in an effective manner and exercise sound judgement
- Knowledge of Library automated systems, electronic resources and the Internet
- Ability to work accurately and efficiently in a team environment
- Knowledge of children's literature and services
- Demonstrated leadership ability and skills
- Demonstrated computer competencies in a Windows environment and comfort with emerging technologies.
- Working knowledge of the French language an asset
- Shift work, including weekdays, evenings and weekends as required.

Hourly Rate: \$33.02 (under review)

Interested candidates are asked to submit cover letter and resume in Word or PDF format indicating how they meet the qualifications by 4 p.m. Wednesday, September 20 to:

Julianne Brunet, Manager of Public Services

Welland Public Library

50 The Boardwalk

Welland, ON L3B 6J1

Fax : 289-488-6700

www.wellandlibrary.ca

Resumes may also be emailed in Word or Adobe format to: jbrunet@wellandlibrary.ca

A Criminal Record check, including Vulnerable Sector Screening, is a condition of employment.

We thank all candidates for their interest, but only those selected for interviews will be contacted.

Pursuant to AODA requirements, accommodations for disabilities are available to job applicants who are invited to participate in an interview and who request individual accommodation during the recruitment process. *Personal information contained in applications will be used for recruitment purposes and collected as per Municipal Freedom of Information and Protection of Privacy Act.*