

Parry Sound Public Library
Children and Young Adult Services Coordinator (Part-Time)

To start January 2024.

Job Description (Brief)

The Children and Young Adult Services Coordinator is responsible for the development and delivery of programs for children and young adults, under the guidance of the Manager of Programming and Marketing.

This includes designing, organizing, and delivering programs/workshops, special events and presentations for a variety of ages and abilities, from toddlers to teenagers.

The position also includes providing frontline circulation services to all library patrons and assisting the Manager of Programming and Marketing in a variety of tasks such as creating posters and graphics and clerical work.

Qualifications

- Graduate of a Library and Information Technician program or Early Childhood Education Program or equivalent.
- Candidate will display a high level of experience, competence and creativity in developing and delivering programming for children.
- Must work well as part of a team.
- Ability to work a variety of shifts including evenings and Saturdays.
- Current criminal record check including Vulnerable Sector Screening.

Terms

Part-time (Tuesday – Saturday) 15 – 25 hours per week.

This position offers an hourly range of \$25.00 to \$29.00

The Parry Sound Public Library welcomes and encourages applications from people of all abilities. Accommodations are available upon request for candidates taking part in all aspects of the selection process.

Interested Applicants are invited to apply:

Applications due: Wednesday, December 20, 2023 at 5:00 p.m.

Send a cover letter, resume and 2 references to CEO Selena Martens at semartens@pspl.ca

We thank all applicants in advance and advise that we will contact only those who are selected for an interview.