

We are hiring!

Under the Supervision of the Library Administrator, the Library Programmer will focus on creating unforgettable experiences for all ages, fostering connections, and highlighting the library's incredible resources and services. Let's bring the library to life and unite our community through the joy of reading and discovery!

Adult & YA Services Librarian

Responsible to: Library Administrator

Position Summary:

To assist the library in furthering its mission of providing access to information and promoting cultural enrichment through program delivery and promotion of library services. There are many repetitive jobs in the library that are to be done regularly; the Adult & YA Services Librarian will be trained to do a variety of tasks. There will be occasions that this position will be asked to do jobs that are not on the job description, with the overall goal of providing the best possible library service to the community.

A. Duties and Responsibilities:

1. Develop, coordinate and deliver Adult & YA library programs in consultation with the Library Administrator
2. Promote library programs and services through local media, promotional appearances and other methods of communication
3. Plan and deliver library outreach activities and special events
4. Liaise with local and regional agencies to determine what programs are currently available outside the library, and to develop collaborative programming initiatives
5. Interact with residents to determine programming needs and interests
6. Library Circulation and front line shifts will be required
7. Conduct library surveys and other data collection activities
8. Clerical duties as requested by the administrator
9. Responsible for the recruiting and training of volunteers and assigning their work schedules.
10. Proctor exams as needed

B. Knowledge Ability & Skills:

- Ability to work on a flexible schedule
- Availability to work evenings and weekends
- Reliable transportation
- Dress neatly and professionally

- Must be able to work around and with children
- Ability to work both independently and in a team environment
- Strong Interpersonal and Communication Skills
- Strong organizational & Technology Skills
- Demonstrate Initiative and able to speak to groups and making presentations
- Ability to think outside the box of library programming

C. Requirements:

- 2 years of post-secondary education or
- 2 years of experience in programming, event planning, or community engagement work for adults/youth/teens

Work Schedule: Is based on an average of about 25 hours per week, however, this will fluctuate depending on the time of year and the number of programs in operation at any given time.

This is a six-month probationary position that may lead to a permanent part-time position.

Wages: 25.40/hour

This position does not include benefits.

Please email your cover-letter and resume to:

Nicole@blackfaldslibrary.ca

We will be accepting resumes from April 2, 2025- April 16, 2025