

## **Personnel Policy - Appendix A3 - Job Description – Programming & Outreach Coordinator**

Board Motion Number:	18.104
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Date of Next Review:	2019
Attachments:	

Signature of Board Chairperson (and Date):

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**Position:**                    **Programming & Outreach Coordinator**

**Reports to:**                **CEO/Librarian**

**Job Summary:** The Programming and Outreach Coordinator is responsible for researching, promoting and delivering programming services to the community. The Coordinator will plan and host the programs and events as well as make strong connections with community groups, organizations and potential partners to foster ongoing relationships.

### **Duties and Responsibilities**

1. Plans, develops and directs programs for all ages ensuring a balance of interests for meeting diverse community needs.
2. Seeks out and fosters connections with relevant presenters, speakers and authors for possible events.
3. Delivers programs from needs assessment, organization through to conclusion and evaluation.
4. Liaises with related community organizations on developing programming.
5. Establishes and maintains positive relationships with community groups, organizations, and potential partners.
6. Makes presentations on Library programs and events to community groups and organizations.
7. May attend meetings in the community on behalf of the North Kawartha Public Library.
8. In conjunction with the Technical Services Coordinator develops and maintains publicity for all programs and promotes programs and services widely and effectively in the Library and community.
9. Assists with circulation desk duties including: providing information about the library and its services, creating and editing memberships, providing reference information, reader's advisory service and assistance locating materials.

10. Assists Library Users with the public access computers and/or mobile devices.
11. Produces and maintains any forms, records, reports and correspondence as required.
12. Ensures the confidentiality of all information in accordance with the Municipal Freedom of Information and Privacy Act.
13. Responsible to adhere to the Occupational Health & Safety Act and Library Health & Safety Policy.
14. Must possess a valid driver's licence and have access to a vehicle. Will be required to work in either branch as needed.
15. Must provide a Police Records Check with Vulnerable Sector Screening.

### **Supervision**

This position does not require the incumbent to supervise or direct the work of other library employees, but does require them to coordinate and organize volunteers for the execution of events.

### **Contacts**

#### **Internal**

With the CEO/Librarian, Technical Service Coordinator and other co-workers for the purpose of obtaining and sharing information to complete work assignments.

#### **External**

With schools and local organizations to provide and obtain information and resources.  
With the general public to provide information, ensuring polite and tactful relations.

### **Working Conditions**

Exposure to a normal library environment.

### **Job Knowledge**

Experience working with children and/or seniors and any library experience would be considered an asset.

Excellent organizational and communication skills. Proven ability to deal with the public.

Knowledge of personal computers and hands-on experience with word processing, internet and database applications.

Knowledge of Provincial/Municipal legislation pertaining to libraries.

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Employee

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Library Board Chair