

Personnel Policy - Job Description – Programming Coordinator

Board Motion Number: **23.066**
Date of Original Board Motion Number: **November 27, 2018**
Date of Current Issue: **September 26, 2023**
Date of Next Review:
Attachments:

Signature of Board Chairperson (and Date):

Position: Programming Coordinator

Reports to: Technical Services and Programming Manager

Purpose:

Reporting to the Technical Services and Programming Manager, the Programming Coordinator is responsible for researching, developing, promoting and delivering programming services and events for the community.

Duties and Responsibilities

1. In collaboration with the Technical Services & Programming Manager, plans develops and directs programs, including technology programs, for all ages ensuring a balance of interests to meet diverse community needs.
2. Seeks out and fosters connections with relevant presenters, speakers and authors for possible events.
3. Maintains positive relationships with community groups, organizations, and potential partners.
4. In collaboration with the Technical Services and Programming Director develops and maintains publicity for all programs and promotes programs and services widely and effectively in the Library and community using social media and flyers/posters.
5. In collaboration with library staff, organization of displays and the decoration of library branches for special events or holidays.
6. 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.
7. Assists Library Users with the public access computers and/or mobile devices.
8. Assist with Library fundraising activities and participate when required.
9. Produces and maintains any forms, records, reports and correspondence as required.
10. Ensures the confidentiality of all information in accordance with the Municipal Freedom of Information and Privacy Act.

11. Responsible to adhere to the Occupational Health & Safety Act, Library Health & Safety Policy and all other Library policies.
12. Must possess a valid Class G driver's licence and have access to a vehicle. Will be required to work in either branch as needed.
13. 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 help recruit, train and organize volunteers as needed for the execution of programs and events.

Working Relationships:

Internal:	Manager and colleagues Volunteers	
External:	General Public Community Groups Public School	Municipal Libraries Outside vendors

Skills and Competencies:

- Strong computer literacy
- Excellent customer service and interpersonal skills
- Excellent oral and written communication skills
- Strong organizational and multi-tasking ability
- Ability to prioritize tasks
- Time management skills
- Strong collaboration skills and ability to work alone or in a team environment
- Ability to learn and implement new technologies into programming

Knowledge, Training and Qualifications:

- Post-secondary education in Recreation and Leisure Services or equivalent experience.
- Experience providing programming in the community and/or working with community organizations.
- Knowledge of Libraries and Provincial/Municipal legislation pertaining to libraries considered an asset.
- Knowledge and experience using MAC and PC operating systems as well as computer programs such as: MS Office (Word, Outlook, Excel, PowerPoint).
- Knowledge and experience using social media such as: Facebook, Instagram and YouTube.

Working Conditions:

Typical climate-controlled office environment with occasional travel to other Township buildings and other libraries. Occasional outdoor programming activities. Work activities require visual and mental concentration for intermediate durations of time. Hours will vary and may include evenings and weekends. Occasional lifting and carrying of items weighing more than 20 lbs (i.e. boxes of books and office supplies).

Please note: The above statement reflects the general details considered necessary to describe the principal functions of the job identified and shall not be considered as a conclusive description of all work required in the position. This job description may be subject to change to meet organizational, resident or operational requirements.

Reviewed by:

Employee

Date

CEO/Librarian

Date