

Position Description

Lac La Biche County Library Board



Job Title: Programming Coordinator
Date: Nov 2022
Revision:

A. Position Summary

Under the supervision of the Library Director the Programming Coordinator oversees outreach and community library service to Lac La Biche County and surrounding areas. The Programming Coordinator is responsible for scheduling, planning, executing, and implementation of all outreach functions including programming.

B. Key Responsibilities

Key responsibilities are intended to reflect key areas of assignment but may not reflect all tasks that may be required in performance of these functions.

1. Develops and Maintains Outreach Services

- Formulates goals, plans and procedures for implementing outreach services in accordance with our plan of service priorities.
- Presents programs and presentations in a variety of outreach venues.
- Assists in statistical collection and analysis pertaining to outreach services including Pop Up Libraries.

2. Provision of Pop-Up Library Services

- Selects and prepares materials and equipment for Pop-Up Library programming.
- Conducts off-site library card registration and provision of materials.
- Confers with the Library Director regarding media and marketing of outreach services.

3. Liaison with Community Organizations

- Maintains active contact with other Library organizations such as Northern Lights Library System, Provincial Library Services and other libraries for the purpose of networking, awareness of activities, professional opportunities, shared best practices and the potential for joint initiatives.
- Represents the Library as required with community groups and organizations as a designated spokesperson, guest speaker or in other

roles as appropriate.

- Maintains an effective public relations program, representing the Lac La Biche County Libraries' interests to the appropriate community groups as assigned

4. Programming Duties

- Plans, organizes, and presents library special events for all ages.
- Lead programmer for preschool programs.
- Contacts the schools and community organizations to arrange library visits or to promote library events.
- Oversees all library programs and associated staff programming assignments at both branches.
- Confers on all programming issues with the Library Director.
- Prepares promotional materials and updates for the website/Facebook as required.
- Oversees remote circulation and attends community events to promote library programs and services as assigned.
- Meets with preschool programming partners on a regular basis.
- Supervises other library staff/volunteers when performing programming responsibilities.

5. Provides Front Desk Customer Service to Library Members

- Processes book returns and processes new loans.
- Answers public inquiries on phone, via e-mail and in person.
- Assists library members with computer usage.
- Assists library members in search of library materials.
- Accepts payment for memberships, fines, or donations.

6. Performs General Duties

- Shelf reads the library collection as required.
- Shelves all library materials in an accurate manner.
- Updates the booking spreadsheet on a daily basis.
- Works on special projects such as book displays and exhibits.
- Oversees our general volunteer process and task assignments.

C. Supervision

Indirect: Circulation Clerks, Volunteers, Work Experience & Summer Students

D. Qualifications

Education: Early Childhood Post-Secondary Education Diploma preferred

Required Experience: Programming experience

Desired Experience: Some library or customer experience preferred

License(s)/Certificate(s)/Professional Membership(s): None

Knowledge, Skills, Abilities, and Competencies

- Attention to detail and accuracy.
- Ability to meet and handle deadlines effectively.
- Ability to work independently and prioritize tasks effectively.
- Ability to use good judgment and problem-solving skills.
- Demonstrated ability to maintain strict confidentiality.
- Demonstrated effective team membership skills, including problem solving, conflict resolution and fostering a positive work environment.
- Demonstrated excellent knowledge of Microsoft Office applications.
- Effective communication skills, including verbal, written and presentation skills.
- Effective office management skills and practices.
- Demonstrated ability to effectively utilize a wide variety of software applications.
- Holds and maintains a valid driver's license and business insurance coverage.

Physical Effort/Strength Required

- Intermittent use of computer throughout each day, able to take breaks.
- Ability to reach and bend freely and lift packages up to 50 pounds.

E. Privacy and Security

Demonstrates awareness of and adherence to all policies, maintaining confidentiality and respecting privacy at all times.

F. Authorization

**Library
Director**

Date:

<p>Incumbent: _____</p> <p>(I have received a copy of this Position Description)</p>	<p>Date: _____</p>
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