



Bibliothèque publique de  
*Clarence-Rockland*  
Public Library

## **Children's Program Coordinator BP-3**

The Clarence-Rockland Public Library is committed to engaging with the community through programs that support learning, social and community development as well as creativity and innovation. The Children's Program Coordinator is responsible for developing, coordinating and delivering programming for children and local primary schools.

*This is a temporary position to replace a maternity leave absence until September 30, 2022*

### **Responsibilities**

This position reports to the CEO.

- Develops and prepares program material and delivers regular in-house programs.
- Delivers outreach services to local groups and local primary schools.
- Organizes special events tailored to children.
- Establishes an annual schedule of programs and events, in cooperation with the Adult and Teen Program Coordinator.
- Determines the promotional components of programs for the Communications Coordinator to ensure successful publicity.
- Engages community partners, clients and staff in the promotion of Library programs.
- Responsible for children's portion of programming budget.
- Seeks and applies for grants, brings in event generated fees and explores other sources of revenue to help fund programs.
- Recruits and supervises volunteers as needed, for programs and special events.
- Acts as liaison between the Library and local primary schools.
- Helps promote the Library's collections through outreach, displays and activities.
- Contributes to the development of the collection by making suggestions to the Acquisitions Coordinator about materials that support children's interests and program themes.
- Along with the Adult and Teen Program Coordinator, organizes the decoration of the Library for special events or holidays.
- Provides reference services and Library related technological support to clients.
- Acts as back up at the Client Services desk as required.
- Additional duties as assigned by the CEO

## **Qualifications**

- A degree or a college diploma. Studies in the fields of library science, education, community development, or event planning would be an asset.
- Experience in children's programming in libraries or community organizations.
- Knowledge and involvement in the community and its social networks.
- Proficiency in using computers, Internet navigation, common office software and social media.
- Excellent organizational skills and a proven competency in managing projects and priorities.
- Excellent interpersonal skills and team-oriented work habits.
- Excellent public relation and customer relation skills.
- Excellent verbal and written communication skills, in English and French.
- A valid 'G' Ontario drivers' licence and the use of an automobile.

## **Working conditions**

- 35-hour temporary full time position.
- Ability and willingness to work nights and weekends as required by programs and events.
- Must be willing and able to work smoothly and efficiently as a member of a team.
- Must successfully pass a Vulnerable Sector criminal record check.
- Union position with CUPE Local 4985
- Salary range \$22.90 - \$28.94

Please submit your letter of application and résumé by September 30, 2021 to:

CEO, Clarence-Rockland Public Library  
2-1525 Du Parc Avenue  
Rockland, ON K4K 1C3  
ceo@bpcrpl.ca