Library Programmer

Reports to: Library Manager or Assistant Library Manager

General Summary: The Library Programmer's primary duty is planning and executing library programs for different age groups. This position delivers programs and services already in place, develops new programs and services, recruits and supervises program volunteers, and seeks mutually beneficial partnerships in our service area. As required, the Library Programmer assumes circulation desk duties. The Library Programmer attends all staff meetings.

Essential Functions and Responsibilities:
Programs and Services
- Creates and delivers age-appropriate Library programs with a focus on reading and literacy that are needed and beneficial to our community.
- Participates in outreach visits and library tours.
- Communicates trends and issues to Library Manager, other Library staff, and community partners. Together, develop strategies for future programming.
- Reports statistics and submits program evaluations.
- Recruits and supervises volunteers as required for programming.

Public Relations and Marketing
- Informs other Library staff about ongoing or upcoming programs.
- Advertises Library programs including posters, radio interviews, social media and newspaper ads and interviews.
- Creates displays in the program area of the library.
- Promotes the Library to the community. Creates and maintains public awareness of the Library's vision, mission, goals, programs and initiatives within the community. Builds partnerships with local schools and other community groups.
- Assists in the preparation speeches, brochures, audio-visuals, advertisements, articles and newsletters for defined audiences.
- Assists in the maintenance of the Library's online presence.

Circulation Desk
- Checks library material in/out following library procedures.
- Registers patrons for library cards, issues and renews cards.
- Accepts and records monies received including fees, fines and donations.
- Records all necessary library statistics.
- Packs up items for shipping in accordance with TRAC guidelines.
- Unpacks library materials and processes for holds following library procedure.
- Answers phone.
- Answers reference and reader's advisory questions and provides library orientation and instruction for library patrons.
- Assists patrons on public computers, with photocopier or scanner.
- Sorts and shelves library materials in correct alphanumerical order.

General
- Maintains library in a neat and orderly fashion.
- Enforces library rules.
- Monitors library security, safety and health conditions.
- Follows FOIP guidelines in reference to personal information.
- Performs other duties as required.

Knowledge, Skills and Abilities:
- Ability to plan, manage, and implement new projects and programs from concept to completion, within budget and deadline.
- Ability to revise and adjust ongoing programs to meet library objectives; multitask and coordinate a variety of concurrent projects and activities.
- Ability to operate basic office equipment including computers, keyboard, photocopier, fax machine and calculator.
- Ability to communicate with people in a tactful manner.
- Ability to relate well with other employees and the general public.
- Ability to be punctual.
- Ability to pay attention to detail and accuracy.
- Ability to handle multiple activities and interruptions at once and to work positively and effectively within a team model.
- Ability to prioritize work.

Physical and Mental Responsibilities:
- Requires frequent sitting, standing, bending, reaching and lifting/moving of library materials.
- Requires mental alertness, focus, and attention to details.
- Requires exposure to dust.

Education, Experience and Training:
- A background in community programming and/or Early Childhood Education is an asset.
- Ability to work well with children and their parents/caregivers is required.
- Ability to work a flexible schedule including occasional evenings and weekends.
- Previous library experience preferred.
- Strong interest in reading is required.
- People skills and self-motivation are required.
- Excellent verbal and non-verbal communication is required.
- Computer and typing skills are required.
- Valid Emergency First Aid Certificate is an asset.
- A valid Driver's Licence and vehicle is required.
- Criminal Record Check is required.