

**INVERMERE PUBLIC LIBRARY
JOB DESCRIPTION**

JOB TITLE: COMMUNITY PROGRAM COORDINATOR

FEBRAURY 2016

FUNCTION:

Under the general direction of the Library Director, the Community Program Coordinator is responsible for the planning, organization, promotion, and delivery of adult, youth and children's services and programs at the library.

WORK PERFORMED:

PROGRAMMING

1. In collaboration with the Library Director, ensures the smooth operation of programs and events for all ages based on the library's goals and objectives.
2. Plans, implements, and evaluates library programs with the assistance of library staff and volunteers to meet community needs.
3. Locates, contacts and schedules speakers, groups, etc. for special events and workshops.
4. Develops new library programming and special events in response to community feedback and perceived need.
5. Presents program budget to Library Director for authorization and adheres to programming budget as approved.

COMMUNITY OUTREACH AND PROMOTION

6. Promotes the library through community liaison, tours, community presentations, and programming.
7. Seeks out opportunities to promote library services to the community in creative and innovative ways.
8. Develops promotional campaigns and resource materials that encourage community awareness of library programs and services including the design and distribution of posters, advertisements, press releases, and evaluation forms.
9. Utilizes digital technologies and social media tools to promote the library and library programs.
10. Services and maintains library website with regular content updates and with the development of graphics as necessary.

CIRCULATION

11. Assists in developing and maintaining all routines necessary to ensure the effective operation of the library consistent with IPL policy and procedures. Provides advice for improvements to circulation policies and procedures, and adult, youth and children's services and programs.

12. Provides reference, information, and readers' advisory services using a variety of electronic and print information sources. Responsible for training the public in the use of electronic and print resources.
13. Assists in selection of library materials, collection maintenance, and weeding and discarding of library materials consistent with IPL collection development guidelines.
14. Performs circulation duties, responds to public and staff queries and resolves problems.
15. Performs basic equipment maintenance and resolves routine hardware and software problems.

OTHER

16. Performs other related duties as assigned.

REQUIRED KNOWLEDGE, SKILLS AND ABILITIES:

1. Ability to carry out job functions with flexibility, creativity and initiative.
2. Ability to develop and maintain effective working relationships with library staff, the public, community partners, and external service providers in the provision of quality library services.
3. Ability to develop, implement, evaluate, and prepare reports on the outcomes of community programming for a wide variety of age groups and topics that meet the needs of the community while also achieving the goals of the library and its funders.
4. Ability and comfort with working outside traditional library activities and hours.
5. Demonstrated knowledge of and proficiency in children's literature, readers' advisory, reference search techniques and community programming as well as an understanding of current trends in the delivery of public library services.
6. Demonstrated ability to develop effective promotional and advertising campaigns both in print and in digital media forms.
7. Knowledge of tools and standards of website maintenance and development including graphic design. Demonstrated website and graphic design skills.
8. The ability to effectively troubleshoot computer software and hardware as well as other electronic devices such as tablets, e-Readers, etc.
9. Understanding of automated library systems and a demonstrated proficiency in the use of electronic resources.
10. Excellent interpersonal skills.
11. Excellent communication skills, both written and oral.

12. Excellent organizational and customer service skills.

13. Ability to work independently with a high level of self-motivation and resourcefulness.

EDUCATIONAL REQUIREMENTS, TRAINING AND EXPERIENCE:

1. Training and certification related to the delivery of public library services. This may include post-secondary education from a social sciences, education, or communications faculty, the completion of the Community Librarian Training Program (CLTP), or other related fields of study.
2. Training related to communications and marketing, website design, graphic design and social media promotion. Relevant employment experience related to communications, marketing, web and graphic design will also be considered.
3. Training related to the development and implementation of community programming. Relevant employment experience related to community programming development and implementation will also be considered.
4. Previous work experience in a library setting.
5. Valid B.C. Driver's Licence (minimum level 'N').
6. Criminal record check is required.