



NOTICE OF VACANCY

Bracebridge Public Library

Children & Youth Services Librarian

Position Summary

We are looking for a superhero with an outgoing personality and creative spirit to take on the role of our Children and Youth Services Librarian position. Reporting to the Community Engagement & Programming Coordinator, the Children and Youth Services Librarian is a fun, forward thinking and able to thrive in a rapidly changing environment. They will be responsible for using our strategic plan to help develop, plan, conduct and evaluate creative, cultural, dynamic, innovative and literacy-building services, collections, and programs for children and youth.

Duties & Responsibilities

- Assesses, with the Community Engagement & Programming Coordinator, the Adult & Information Services Coordinator and other programming staff (the “programming team”), the programming needs of the community and library.
- Develops, promotes, implements and evaluates children’s programs, including: early literacy programs, summer reading, STEAM programs, Family Literacy Day, virtual programs, seasonal events, PA day programming, and other programs as required.
- Develops, maintains and weeds the children’s collection including reference materials, fiction, non-fiction, DVDs, etc.
- Prepares draft budgets as required, and monitors spending for children’s collections.
- Responsible for providing reference and reader’s advisory services & reference queries.
- Conducts outreach services to the community, involving travel to schools, day cares, community events, etc. and delivers presentations relating to library services at various external community organizations, businesses, etc.
- Promotes the use of library by children & families.
- Creates a welcoming environment in the children’s department.
- Responsible for the supervision and task assignments of the Children & Youth Services Assistant and summer students responsible for children and youth programming.
- With the Community Engagement & Programming seeks out, prepares & submits (with CEO approval) grant applications applicable to the Library and its services & goals for children.
- Participates in the selection and hiring of staff, determines, develops, recommends and following approval, coordinates and/or conducts staff training and development, as deemed appropriate by the CEO.
- Proactively seeks opportunities to partner with community based businesses and organizations to deliver new library-related programs.
- Provides assistance to library users in a manner that is warm, welcoming and respectful.
- Raises awareness of BPL’s mission, vision and services throughout the community.
- Assists with the planning, research and implementation of new initiatives as required.
- Demonstrates a good working knowledge of the full range of programs and services offered by the library.
- Provides statistics and reports as required.
- Provides support to patrons with the use of library technologies, e-readers, tablets, etc.
- Provides assistance to library users in a manner that is warm, welcoming and respectful.
- Performs other duties as required to support library operations including assisting on the information desk and circulation desk as needed.

Education, Skills & Experience

1. Master of Library Science/Information Science from an ALA accredited library school. Related education and/or experience may be considered.

2. A commitment to professional development.
3. Self-motivated with the ability to handle multiple tasks simultaneously and adaptable to change.
4. Excellent communication skills, especially with children and families.
5. Experience with reference interview and reader advisory techniques.
6. Ability to use a wide variety of library related technology, including public access catalogues, databases, the Internet, e-Readers, etc.
7. A minimum of 3-5 years of experience in public libraries or in a similar environment providing programming to children and youth.
8. Thorough knowledge of procedures and skills applicable to collection development.
9. Ability to establish and maintain effective working relationships with community groups, external agencies and the general public.
10. Excellent communication, organizational and interpersonal skills to contribute positively to a team environment.
11. The ability to develop and maintain healthy relationships with others to achieve common goals. This includes staff members, external organizations and patrons of all ages, especially children and families.
12. An aptitude for collective problem solving.
13. A commitment to knowing what is happening in the community, and a willingness to get involved as a library representative.
14. A clear Police Vulnerable Sector Check will be required of the successful candidate, at their own expense.
15. Valid First Aid certification
16. Glass G driver's license in good standing with a reliable vehicle to use on library business.

Hours & Compensation

Compensation: \$31.73 - \$37.13 hourly, commensurate with education and experience.

Note: This position consists of varied schedules. Evening and weekend work will be required on a rotational basis.

Total hours: 35 hours per week.

Occupational Health and Safety awareness training from the Ministry of Labour and WHMIS training will be required. A current criminal record check, with vulnerable sector clearance will also be required for the successful candidate.

Closing: This position will remain open until filled. Review of applications will begin at 4:30pm on **Friday, April 1st, 2022.**

Please submit your cover letter and resume to:

Bracebridge Public Library
94 Manitoba Street
Bracebridge, Ontario P1L 2B5
Attention: Crystal Bergstrom, CEO & Chief Librarian
E-Mail: crystal.bergstrom@bracebridgelibrary.ca
Fax: (705) 645-6551

We thank all who apply, however, only those candidates selected for an interview will be contacted. All personal information is collected under the authority of the Municipal Act, S.O. 2001, c. 25 and will be used to determine employment eligibility. The Bracebridge Public Library is an Equal Opportunity Employer and is committed to meeting its obligations under the Ontario Human Rights Code and the Accessibility for Ontarians with Disabilities Act. Questions regarding collection of information or accommodation should be directed to the Library CEO at 705-675-4171.