

The Mayerthorpe Public Library is Hiring

We are looking for a creative and thoughtful individual who would like meaningful part-time employment with our team. Would you like to be a *library program coordinator*? Read on!

What you can expect:

This person will create, plan and facilitate programs. You may be organizing an instructor and getting supplies ready for a program or facilitating the program.

Proficiency with computers and devices is a must. This person will be using many different software programs to create program marketing, perform library circulation duties and offer reader's advisory. Teaching patrons how to use eResources offered by the library and assisting patrons with technology issues is a regular duty you will perform.

This person will create online and print advertising for the library's programs and services. You may be required to create displays within the library to promote library services to patrons. If you have a decorative flair you will enjoy this duty!

You can expect to work 6 or more hours per week. Hours are somewhat flexible.

Minimum Requirements:

This person must be friendly, neat, organized and efficient. You must be able to work with people of all ages and backgrounds, be able to work independently, sometimes alone. The program coordinator must be capable of responding tactfully and with empathy to an occasional difficult patron. You may be required to work some evenings. Literacy competence in English is required and you must have good typing skills. This person is required to travel occasionally and a vehicle and driver's license or access to a ride are required. All applicants must be 18 years of age or older and have a social insurance number.

Knowledge of Microsoft Office and previous programming experience would be an asset.

A criminal record check from the RCMP and an intervention record check from Child and Family Services will be required if your application is successful.

Physical Requirements:

This person may be required to move materials weighing up to 20 pounds occasionally. You may stand for extended periods of time. Mobility is required; you may be required to keep up with children to ensure safety. Manual dexterity and coordination are required; you must be able to operate equipment such as computer keyboard, mouse, and similar office machines. This person must be able to work with paints, glues and other substances.

Working Conditions:

The program coordinator may be required to work outside of regular library hours. The library offers outreach programming and you may be required to work in an alternate location.

Pay: This position pays 15/hr.

Your application (with references) must be received on or before February 4, 2019