



## Taber Public Library Job Description

Job Title: Program Coordinator  
Reports to: Library Manager

Summary: In consultation with the Library Manager, and with assistance from Library Assistants, the Program Coordinator: carries out the day to day development, planning, marketing and delivering of regular and special in-house programs; establishes and maintains collaborative working relationships for the purpose of partnering on programs; is responsible for scheduling the program and board room booking by individuals, groups, associations etc.; represents the library at off-site community events and promotes the library. Regular job analysis will be carried out.

### Skills & Qualifications

- High school diploma or equivalent is required; related post-secondary education an asset.
- Strong oral and written communication skills.
- Previous experience in working directly with a public of all ages is a definite asset.
- Ability to establish and maintain effective working relationships with staff, public and other community organizations.
- Ability to work with minimal supervision.
- Strong interpersonal skills; able to work in both a group setting and independently.
- Attention to detail, organizational and time management skills.
- Ability to plan, organize, direct and implement creative library programming to groups of all ages.
- Previous programming experience is an asset.
- Interest in lifelong learning, professional development and career-related learning.
- Strong computer skills with working knowledge of Microsoft Office suite of tools, Microsoft Outlook, library-based smart device applications, social media, and other Web 2.0 applications.
- Ability to work within set budget.
- Able to work split shifts, evenings and Saturdays.
- Valid Driver's License is required.

### Physical Requirements

- Using a ladder.
- Lifting display materials.
- Reaching to place material on shelves.
- Frequent standing, walking and bending.

### Duties & Responsibilities

- Use interest in lifelong learning and initiative to regularly pursue professional development opportunities, including keeping up to date on library-based applications, and is strongly encouraged to pursue formal courses in library work.

- Use creativity, time management skills and interest in lifelong learning to develop, present and report on a wide variety of programs for patrons of all ages that align with the library's current Plan of Service.
- Use time management skills for program set up and take down including: moving chairs, tables, and podiums; setting up audiovisual equipment; setting out refreshments; and greeting guests, making introductions and wrapping up programs.
- Use communication skills, interpersonal skills and ability to establish and maintain collaborative working relationships with local businesses, organizations, artists and co-workers to partner on the development and delivery of programs.
- Use attention to detail and organizational skills to collect program evaluations and to write program reports in order to inform future programming.
- Use attention to detail and communication skills to schedule board room and program room bookings.
- Use communication and interpersonal skills to market the library through: sharing programs, events and marketing material with local organizations, and media outlets; in partnership with the Library Manager and Assistant Library Manager representing the library at local events and off-site programs; and in partnership with the Library Manager and Assistant Library Manager managing social media accounts and other Web 2.0 applications.
- Use creativity and computer skills to create eye-catching and effective hard copy and digital marketing resources, such as flyers and handouts.
- Use creativity and partnerships to put together eye-catching displays and exhibits.
- Other duties as assigned by Library Manager.

Date Approved: June, 2009

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 June 11, 2013  
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 October 14, 2021