

# Wood Buffalo Regional Library



**COMMUNITY SERVICES COORDINATOR**  
**REPORTS TO: COMMUNITY SERVICES MANAGER**

## POSITION TYPE AND HOURS

The Wood Buffalo Regional Library is seeking a Community Services Coordinator to join the Community Services team. This is a permanent full time position working 35 hours per week, including days, evenings and weekends. This position is within the CUPE 2157-01 Bargaining Unit.

## ROLE FOCUS

Build relationships with local communities to oversee the development of services to meet their needs.

## ESSENTIAL DUTIES AND RESPONSIBILITIES

- Ensure compliance with all Library policies and procedures
- Develop partnerships with the community to provide library services
- Actively seeks out program presenters and exhibitions
- Raise awareness of relevant WBRL services, sources and resources within the community
- Conduct community surveys and analyze results regarding current and future programming needs; providing information to Community Services Manager and Library Director
- Participate in creating and developing programs necessary for the community based on community survey results
- Assist in planning, implementing, measurement and evaluation of community services and programs
- Deliver programs, both individually and as a member of a collaborative team
- Plan, organize and implement community events on behalf of the Library
- Lead the development of new program ideas during smaller events; including planning and budgeting
- Collect and analyze department statistics; providing reports to the Community Services Manager as required
- Assist with scheduling for the Community Services department in the absences of the Department Manager or Librarian
- Liaise with Community Services Manager and Human Resources in recruitment and selection process

## EXPERIENCE AND KNOWLEDGE

- 5 years' experience working in an Library environment
- Experience planning and presenting programs in a public setting
- Knowledge of recreational and educational needs of all levels of patrons; including knowledge of community interests, trends, and resources
- Knowledge of FOIP and the ability to interpret FOIP

## EDUCATION AND TRAINING

- Library Technician Diploma or equivalent experience

## COMPETENCIES

### CORE

Communication  
Customer Service  
Organizational Awareness  
Integrity  
Confidentiality

### DEPARTMENT

Team Work  
Programming  
Organizational Skills  
Patron Awareness & Instruction  
Interpersonal Skills  
Builds Collaborative Relationships

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## POSITION

Community Awareness  
Supervisory Skills  
Problem Solving  
Motivated

## TECHNICAL

Research  
Analytical  
Leveraging Technology  
Proficient with MS Office, Internet and Databases

## PHYSICAL, SAFETY AND OTHER REQUIREMENTS

- Able to work flexible schedules, including evenings and weekends
- Willingness to commute to rural communities as required
- Standard First Aid Safety Certification
- Performs a wide range of physical motions, which may include routine and repetitive bending, reaching, pushing, moving and carrying library materials. Must have sufficient strength to repeatedly move or lift material weighing between 1 and 10 pounds and push material, such book carts and bins, weighing excess of 50 pounds
- Required to provide a Vulnerable Sector Criminal Record Check conducted by the RCMP
- Required to submit a current and clean drivers' abstract

## SCHEDULE

Must be available to work days, evenings and weekends as per Library operational needs.

- Monday to Friday: Between 8:30 am to 9:15 pm
- Saturday and Sunday: Between 8:30 am to 5:15 pm

## HOURLY RATE

\$32.92

**In addition to the rate of pay, we offer other attractive incentives:**

- Extensive benefits plan;
- Additional bi-weekly payment of \$480.00 which represents a cost of living allowance

## CLOSING DATE

April 23, 2019

## POSTING TYPE

**Internal & External (Posted April 10, 2019)**

If you would like to apply for this position please forward your résumé, cover letter and three (3) references to the below contact. No phone calls, please. Please use "Community Services Coordinator - 12" in the subject line.

Send application to [workwithus@wbrl.ca](mailto:workwithus@wbrl.ca)

**We appreciate the interest of all applicants; however, only those individuals selected for interviews will be contacted.**

**In the event that there are no qualified applicants, the Wood Buffalo Regional Library may, at its discretion, waive all or part of the education or experience requirements.**