

Wood Buffalo Regional Library



COMMUNITY SERVICES ASSOCIATE
Community Services Department
Reports to: Community Services Manager

Position Type/ Hours: The Wood Buffalo Regional Library is seeking a Community Services Associate to join the Community Services Team. This is a permanent full time position working 35 hours per week.

Primary Role Focus: To build relationships with local communities to assist in the development of services to meet their needs.

Duties and Responsibilities Overview:

- Participate in creating and developing programs necessary for the community based on community survey results
- Deliver programs, both individually and as a member of a collaborative team
- Plan, organize and implement community events on behalf of the Library
- Create program based materials for library as required (ie: fun boxes)

Qualifications:

Required Experience, Education and Knowledge:

- High School diploma supplemented by post-secondary coursework in business administration considered an asset
- 2 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

Required Skills and Abilities

- Proficient with Microsoft Office Suite and Databases
- Proficient use of the internet and web-based software
- Organized and able to prioritize work skillfully and efficiently
- Strong communication and interpersonal skills
- Able to build collaborative relationships
- Able to work in a team environment

Physical Requirements:

- 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

Additional Requirements:

- The successful candidate will be required to provide:
 - Vulnerable Sector Check conducted by the RCMP
 - Clean drivers abstract
- Standard First Aid safety certification considered an asset

Schedule:

- Must be available to work days, evenings, and weekends as per Library operational needs
 - Monday to Friday: Between 8:30am to 9:15pm; Saturday and Sundays: Between 8:30am to 5:15pm
- Willingness to commute to rural communities as required

Wage: \$ 30.37 per hour starting rate
- Extensive benefits plan;
- Additional bi-weekly payment of \$480.00 which represents a cost of living allowance

Closing Date: May 21, 2018

Posting Type: **Internal & External**
If you would like to apply for this position please forward your résumé, and cover letter to the below contact. Please use "Community Services Associate" in the subject line.

Send application to workwithus@wbri.ca

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