



FORT FRANCES PUBLIC LIBRARY TECHNOLOGY CENTRE

Position: Children and Youth Services Coordinator

Classification: Management/Non-Union, full time

Reports To: Chief Executive Officer

Pay: \$27.32 – \$34.13/hour

Date: May 2025

Position Summary:

This full-time, permanent position is primarily responsible for planning, promoting, and implementing regular and special programming for children, teens, and families. The position is also primarily responsible for acquiring and cataloguing new acquisitions for the Library's children's and teen collections, and is responsible for providing general public and circulation services.

Direction Received:

This position routinely carries out their duties and responsibilities without close supervision but is guided by well-defined policies and operating procedures. The position reports directly to the Chief Executive Officer.

Direction of Others:

This position is without supervisory responsibilities but may provide direction to volunteers, summer library assistants, and student library assistants as required.

Areas of Responsibility:

Programming

- Plans, promotes, and implements regular early years learning programming.
- Plans, promotes, and implements regular programming for school aged children, teens, and families.
- Regularly assesses program attendance and outcomes to ensure Library goals and objectives are being met.
- Coordinates, plans, and implements class visits with local schools for a wide range of grades.
- Plans, promotes, and implements special programming and events for children, teens, and families.
- Seeks out and develops community partnerships for children, teens, and family programming.
- Seeks out grant and sponsorship opportunities to financially support children, teens, and family programming.
- Coordinates volunteers required for children, teens, and family programming and events.

Collection Maintenance

- Evaluates and selects materials and resources in various formats to develop and maintain the children's and teen collections using professional resources, sound judgment, and internal collection development policies and procedures.
- Accurately catalogs and classifies new materials in a variety of formats and corrects existing item records as needed.
- Processes new materials being added into the children's and teen collections.

General Duties

- Performs circulation duties in addition to other public service duties such as shelving returned materials, shelf-reading, booking meeting rooms, assisting with photocopying, faxing and printing.
- Handles cash and performs opening and closing procedures.
- Provides reader's advisory services and responds to reference queries from various modes such as in-person, over the phone, by email, or by social media message.
- Assists patrons in locating materials and information in the library, on the internet, and in the Library's e-Resources.
- Instructs and assists library patrons in the use of the internet, numerous software applications, online databases, and downloaded content.
- Troubleshoots personal electronic device problems for patrons as appropriate.
- Obligated to protect the privacy of library patrons utilizing library services.
- Maintains a professional and respectful demeanor.
- Performs other duties as assigned.

Working Conditions:

- A typical work week consists of 35 hours including days, evenings and potential weekend work to ensure programming and staffing requirements are met.
- Works in a computerized public service environment.
- Working conditions regularly involve a degree of mental stress and physical strain with the possibility of prolonged periods with irregular breaks.
- Some element of personal risk involved in the performance of these duties.

Minimum Qualifications:

- Ontario Secondary School Diploma or equivalent.
- Library Technician Diploma with one to three years library experience, or three to five years of applicable education and experience.
- Experience working with children, or in libraries or educational settings.
- Strong computer skills, and ability to learn and adapt to new technologies and initiatives.
- Strong customer service and communications skills.
- Able to work independently and complete assignments with minimal supervision.
- Ability to quickly learn and adapt to new technologies and initiatives.

Conditions of Employment:

- Must be legally entitled to work in Canada and Ontario.
- Must provide a satisfactory Criminal Record Check and clear Vulnerable Sector Check prior to employment.
- Minimum Class "G2" Ontario Driver's License (or equivalent) is preferred.

Please submit all cover letters and resumes for this position to Nadine Cousineau, Interim CEO. Application packages can be emailed to ncousineau@ffpltc.ca or dropped off at the Fort Frances Public Library Technology Centre during open hours.

Posting will remain open until Monday, June 9 2025. Please note that only candidates selected for interview will be contacted.