



Employment Opportunity

Librarian and Programming Coordinator

The Whitewater Region Public Library provides free library services to all residents of the Township and we are currently looking for a permanent part-time Librarian and Programming Coordinator. This position is responsible for the administration of library services and planning and carrying out of library programming in accordance with policies of the Library.

Responsibilities:

- Provide front line customer service to patrons, including check in/out and renewal of materials available in the library.
- Assist patrons with inter-library loans, finding information, books, DVDs, and accessing digital library services such as eBooks
- Planning, preparing and carrying out of programming in both the Beachburg and Cobden branches for varied age groups.
- Assist patrons with basic technology questions related to computers, connecting to library's Wi-Fi, printing and devices

Qualifications:

- SOLS Excel course graduate or a high school graduate with a willingness to enroll in the SOLS Excel course.
- Highly developed collaboration, customer service and communication skills
- Computer proficiency and attention to detail
- Ability to work independently
- A Vulnerable Sector Check will be required

Compensation: Based on experience

Please forward your detailed resume including covering letter to Debbi McLaughlin, CEO at wwrpubliclibrary@gmail.com

Application deadline: July 26, 2024 at 5:00 pm.

A full job description can be found on our website
www.whitewaterregion.ca/community/library