



Alice B. Donahue Library and Archives  
4716 48 Ave. Athabasca, AB T9S 1R2  
athabascalibrary.ab.ca - 780-675-2735

## **Library Programmer Position - Full-time Permanent**

**General Description:** The Library Programmer's primary duty is planning and executing Library programs for different age groups.

This position delivers programs and services already in place, develops new programs and services, recruits and supervises program volunteers, and seeks mutually beneficial partnerships in our service area.

As required, the Library Programmer assumes circulation desk duties.

The Library Programmer attends all staff meetings.

### **Responsibilities**

#### **A) Programs and Services**

- i. Creates and delivers age-appropriate Library programs with a focus on reading and literacy that are needed and beneficial to our community;
- ii. Participates in outreach visits and library tours;
- iii. Communicates trends and issues to Library Manager, other Library staff, and community partners. Together, develop strategies for future programming;
- iv. Reports statistics and submits program evaluations;
- v. Recruits and supervises volunteers as required for programming.

#### **B) Public Relations and Marketing**

- i. Informs other Library staff about ongoing or upcoming programs;
- ii. Advertises Library programs including posters, radio interviews, social media and newspaper ads and interviews;
- iii. Creates displays in the program area of the Library;
- iv. Promotes the Library to the community;
- v. Creates and maintains public awareness of the Library's vision, mission, goals, programs and initiatives within the community;
- vi. Builds partnerships with local schools and other community groups;
- vii. Assists in the preparation speeches, brochures, audio-visuals, advertisements, articles and newsletters for defined audiences;
- viii. Assists in the maintenance of the Library's online presence.

#### **C) Physical and Mental Responsibilities**

- i. Requires frequent sitting, standing, bending, reaching and lifting/moving of library materials;
- ii. Requires mental alertness, focus, and attention to details;

iii. Requires exposure to dust.

### **Knowledge, Skills and Abilities**

- i. Ability to plan, manage, and implement new projects and programs from concept to completion, within budget and deadline;
- ii. Ability to revise and adjust ongoing programs to meet library objectives;
- iii. Multitask and coordinate a variety of concurrent projects and activities;
- iv. Ability to operate basic office equipment including computers, keyboard, photocopier, fax machine and calculator;
- v. Ability to communicate with people in a tactful manner;
- vi. Ability to relate well with other employees and the general public;
- vii. Ability to be punctual;
- viii. Ability to pay attention to detail and accuracy;
- ix. Ability to handle multiple activities and interruptions at once and to work positively and effectively within a team model;
- x. Ability to prioritize work.

### **Education, Experience and Training**

- i. A background in community programming and/or Early Childhood Education is an asset;
- ii. Ability to work well with children and their parents/caregivers is required;
- iii. Ability to work a flexible schedule including occasional evenings and weekends;
- iv. Previous library experience preferred;
- v. Strong interest in reading is required;
- vi. People and self-motivation skills are required;
- vii. Excellent verbal and non-verbal communication skills are required;
- viii. Computer and typing skills are required;
- ix. Valid Emergency First Aid Certificate is an asset;
- x. A valid Driver's License and vehicle is required;
- xi. Criminal Record Check is required.