



Library Programmer/Assistant Permanent, Part Time

The Fort Saskatchewan Public Library is looking for an energetic, enthusiastic and reliable individual to coordinate and present programs for all ages.

- \$25.04 -31.34 per hour
- 22.5 hours per week
- Starting date: February 2019
- Must be able to work a flexible schedule of days, evenings, and weekends.

Duties

- Plan, organize, and present programs for all ages with a focus on early literacy
- Provide readers' advisory and reference service to all patrons
- Promote Library programming and services internally through tours and externally to schools, organizations, and the community throughout the region
- Liaise with community organizations to coordinate partnered programs, services, and promotions
- Work on a team of programmers and library assistants
- Work at circulation desk as required and provide excellent customer service
- Other duties as assigned

Qualifications

- Minimum academic requirement is Grade 12 or equivalent; post-secondary studies in early childhood development, library studies, or other related studies preferred
- Experience in planning activities and programs for all ages required
- Proficiency in Microsoft Office and web based services and other applications
- Proficiency in Library circulation operations an asset
- Knowledge of children's growth and development an asset

Application deadline: Monday, January 21 at 9am.

Please submit resumes, with cover letter, via email (Word or PDF format), or in person to:

Emily Paulsen, Public Services Manager
Fort Saskatchewan Public Library
10011 – 102 Street
Fort Saskatchewan, AB T8L 2C5
epaulsen@fspl.ca
780-912-2153