

## Literacy Specialist Permanent, Full Time



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

- \$25.80 - \$29.28 per hour
- 37.5 hours per week
- Starting date: August 14<sup>th</sup>, 2023
- Must be able to work a flexible schedule of days, evenings, and weekends.

### Duties

- Plan, organize, promote and present programs for all ages with a focus on school age, teen and adults
- Provide readers' advisory and reference service to all users
- Plan, organize and present library tours and external visits, as required, to promote programs and services the Library can provide
- Promote Library programming services to schools, organizations, individuals and the community as a whole throughout the region
- Supervise other library staff who have been assigned to participate in program activities
- Participate in overall Library service delivery
- Liaise with other libraries and organizations to coordinate joint programs and promotions
- Work at circulation desk as required
- Other duties as assigned

### Qualifications

- An Information Management/Library Technology diploma or a directly related diploma, or an undergraduate degree from a recognized institution.
- Experience in developing and presenting programs for all ages is required; a particular emphasis on programming for teens and adults is preferred.
- A minimum of one year's work experience in a library or an environment where customer service is a core focus.
- Experience in the use of Microsoft Office programs and internet applications.
- Experience with a wide variety of creative technologies is preferred.
- Experience in providing reference services and readers' advisory services is preferred.
- Knowledge of public library trends, services, and best practices
- Valid Alberta Operator's License.

**Application deadline** for review: Friday, July 7<sup>th</sup> 2023

Please submit resumes, with cover letter, via email or in person to:

Tricia Wall, Library Director  
Fort Saskatchewan Public Library  
10011 – 102 Street  
Fort Saskatchewan, AB T8L 2C5

[twall@fspl.ca](mailto:twall@fspl.ca)

Tel: 780-998-4288