



Adult Programming and Information Services Coordinator Term, Job-Share Position

Position Summary

The Leduc Public Library seeks a creative adult programming librarian with an interest in community outreach and who is comfortable working with technology for a temporary 12-month job-share. The successful candidate will possess strong teamwork skills and will participate as part of the management team that runs this vibrant library. For more information about our library please visit our website at www.leduclibrary.ca.

Duties

Plans, organizes and conducts programs for adults in the community and works together with the other members of the Programming and Outreach Services Department in planning programming for teens and special events. This position is a job-share and is responsible for the management of reference services and a key member of the circulation team. Technology planning, special projects, and administration make up the balance of this position.

Qualifications and Salary

- MLIS or current MLIS student, from an ALA accredited Library and Information Studies program
- Strong communication skills
- Excellent customer service skills
- Strong instructional skills, as teaching technology is part of this position
- Successful candidate must provide a current criminal records check
- Current wage - \$30.32

Current Schedule

This is a 17.5 hour per week position with one weekly Saturday shift:

Saturday 9 am to 5 pm – 7 hours

The schedule for the other 10.5 hours will be negotiable

If you are interested in joining our team, please send a cover letter and current resume by Friday November 1, 2024 at 4:00 p.m. local time to:

Carla Frybort
Library Director
Leduc Public Library
Email: cfrybort@leduclibrary.ca

Thank you for your interest, we only contact candidates that have reached the interview stage.