

EMPLOYMENT OPPORTUNITY



Regular Full Time Library Technician – Children’s Coordinator (Union) Renfrew Public Library

Reporting to the Chief Librarian and Library CEO, the Library Technician responsible for Children's Coordination will engage children from birth to age 13, along with their families, through creative, child- and family-oriented programs and services. The Children’s Coordinator will also extend the library’s reach by connecting with local schools and organizations, ensuring a vibrant library presence in the community. Key responsibilities include collection development within the Children’s Department, as well as providing reference, readers’ advisory, technology assistance, and circulation services to the public.

Qualifications:

- A library technician diploma or equivalent from an accredited school, or other combination of education and experience.
- Minimum of two (02) years of related experience in public libraries, programming or community outreach preferred.
- Ability to work 70 hours bi-weekly, including assigned evenings and weekends.
- Excellent organizational and planning skills.
- Proven ability to deal effectively and positively with the public.
- Excellent communication skills.
- Demonstrated competency with current information technology.
- Ability to maintain effective working relationships at all levels within an organization.
- Capable of successfully juggling multiple priorities while meeting deadlines and organizing activities.
- As a condition of employment, all applicants must be willing to submit a Vulnerable Sector Check with results that are to the satisfaction of the Renfrew Public Library.

In addition to a competitive salary of \$30.63 - \$34.03 per hour (2024 rates) and a comprehensive benefit package, the Renfrew Public Library offers exemplarily values, a strong community spirit, a rural quality of life, well maintained infrastructure, and an outdoor recreation paradise, all of which help to create a productive environment for personal growth and success.

Qualified applicants are invited to submit their resume, stating “Renfrew Public Library – Library Technician – Children’s Coordinator”,

by 4:00 p.m., November 26th, to:

Human Resources, County of Renfrew

9 International Drive, Pembroke, ON K8A 6W5

EMAIL: hrinfo@countyofrenfrew.on.ca (in MS Word or pdf format)

Thank you for your interest, however, only applicants considered for an interview will be contacted. Accessibility accommodations are available for all parts of the selection process. Applicants must make their needs known in advance. Information collected will be handled in accordance with the Municipal Freedom of Information and Protection of Privacy Act.

