

**Position Title: Adult Programming Coordinator**

**Location:** Truro Branch, 754 Prince Street, Truro  
**Status:** Full-time (with six-month probation period)  
**Salary:** LSIII \$19.34/hour (Step 1 on a five-step scale) Health Plan and matched Pension after six months.  
**Work Schedule:** 35 hours/week. 4-week rotational schedule, including working every Wednesday 12pm-8pm, and two Saturdays per 4-week cycle.

**Job Summary**

Under the supervision of the Director, Adult Services or delegate, the Adult Programming Coordinator delivers library service and programs in the Truro Branch, including outreach, with an emphasis on Adult programming and services.

**Duties**

- Assist with the planning, development and delivery of programs and services for Adults at the Truro Branch and regionally. Seeks and develops partnerships with community groups, businesses, and individuals to deliver library programs.
- Provide information and readers advisory services by working regular information desk shifts.
- Assist with all aspects of branch operations including opening and closing, reporting issues with branch facilities and/or incidents involving a patron promptly.
- Assist with technology programming and training involving the Maker Lab and Media Lab.
- Perform circulation desk duties, including patron services; phone, collecting fines, placing holds, shelving materials. Process incoming /outgoing library materials. Ensure that cash handling procedures are followed.
- Assist patrons in accessing library materials, online resources, processing requests, using library equipment.
- Assist with compilation of statistics, maintain reports, assists with policy development.
- Supervise branch staff as delegated in the absence of the Truro Branch Managers and Assistants. Provide effective coaching and delegation of tasks to staff and volunteers supervised.
- Assist with scheduling for meeting room bookings, community art displays, and the maintenance of bulletin boards.
- Create promotional materials such as posters, and handouts, and help monitor social media accounts, and help create engaging social content.
- Shelf and maintain library collections, participate in the maintenance of materials, evaluate and weed the collections based on regional guidelines.

**Qualifications**

- University degree OR relevant post-secondary academic studies.
- Library work or volunteer experience (required).
- Supervisory experience (asset).
- Customer service experience, including experience working with the public (asset).
- Experience using an integrated library system (ILS), specifically Workflows Symphony (asset).
- Experience with using email, the internet, and Microsoft Office products (required).
- Ability and willingness to work with children and teens (required).
- Superior interpersonal, organizational, communication and teamwork skills (required).
- Valid Nova Scotia Driver's License and willingness to drive library vehicles (required).
- Criminal Record Check, Vulnerable Sector's Check, Child Abuse Registry Check (required).
- Ability to work evening and weekend shifts on a regular rotation (required).
- Ability to carry, push and pull heavy loads (required).
- Ability to adapt to changing needs of clientele and procedures (required).
- Ability to work independently with little supervision, and consistently meet deadlines (required).

**Application Process**

Please submit resume and cover letter by to:

Tracy Spence, Human Resources Administrator  
Colchester-East Hants Public Library  
754 Prince Street, Truro, NS, B2N 1G9  
Email: [tspence@cehpubliclibrary.ca](mailto:tspence@cehpubliclibrary.ca)

Application Deadline: 5:00pm Tuesday October 1, 2024.

We thank all applicants for their interest; however, only those selected for an interview will be contacted.

CEHPL values diversity and inclusion in the workplace. We welcome applications from all qualified candidates including Indigenous Persons, African Nova Scotians and Other Racially Visible Persons, Persons with Disabilities, Women (applying for non-traditional positions), and Persons of the 2SLGBTQIA+ community. We encourage applicants from these designated groups to self-identify in the application process

To learn more about the Colchester-East Hants Public Library visit our website at [www.lovemylibrary.ca](http://www.lovemylibrary.ca).