

## **Position Title: Library Services Specialist, Youth Services Department**

### **Posting Type: Internal and External**



At the heart of a vibrant urban/rural community of 100,000, Strathcona County Library (SCL) encourages literacy and lifelong learning, fosters community connections, and offers programs and services that inform, engage, and entertain. SCL provides excellent and accessible services from our Central Library in the Community Centre, our award-winning Bookmobile, and via satellite return centres located throughout the community. Opportunities abound to provide creative programs and services for young families, engaged seniors and all of the age groups in between. We offer a strongly collaborative team-based environment and the flexibility to maintain a good work/life balance. We are committed to fostering the principles of equity, diversity, and inclusion within our workforce and community. We welcome and encourage all qualified applicants.

### **Employment Terms**

This is a full-time, 35 hour/week, temporary position with benefits. This position involves working a variety of shifts including weekdays, evenings and weekends.

Pay Range: \$33.32 – \$41.67 per hour, paid on a bi-weekly basis.

Start date: August 19, 2024, or a date to be determined in consultation with the successful applicant.

End date: April 19, 2026

Reports to: Manager, Youth Services

### **Who We are Looking For**

Strathcona County Library is looking for a flexible team member with passion and enthusiasm to provide outstanding and innovative library programs and services for youth and their supporting adults.

Youth Services Library Services Specialists provide programs and services to a wide range of ages including: preschool and elementary children, teens, and supporting adults. **The current emphasis for this position will be on programs, services, and collections for school-aged children (Kindergarten to Grade 6).**

### **Duties and Responsibilities**

Within the established guidelines and under the direction of the Youth Services Manager and Student Services Librarian, this position:

- Works with the Student Services Librarian and elementary team to develop and deliver a variety of creative and engaging programs for school-aged children, both through the library and in the community. Additional programming assignments may include, but are not limited to: school and community outreach, group tours, summer reading games, library contests, and special events.
- Provides research, readers' advisory, digital, and technical assistance to patrons of all ages in person, online, and by phone.
- Manages assigned collection(s) to include inclusive and responsive library print, media, or digital materials.
- Creates and maintains booklists, displays, and other library promotional resources.
- Contributes to the library's social media channels and website by creating and selecting content, and evaluating the currency, authority, and accuracy of online resources.
- Other duties, as required.

### **Minimum Qualifications**

- Library Technician Diploma or degree in a related field.
- Two years of related library experience, with demonstrated skills in youth programming, reference services, and collection development.

### **Required Experience, Knowledge and Skills**

- Programming skills to design, deliver, and evaluate age-appropriate programs for youth ages 6-12.
- Knowledge of developmental stages of youth, learning styles, and instructional techniques.
- Knowledge of youth literature, literacy practices, and resources.
- Collection management experience.
- Presentation skills and ability to communicate to large groups.
- Research, readers' advisory, technical assistance, and information fluency skills.
- Technical skills related to using ILS systems, virtual platforms, online resources, MS Office, e-technology, and office equipment.
- Ability to work and communicate effectively in a team environment.
- Valid driver's license is preferred.

### **Conditions of Employment**

Submission of satisfactory Vulnerable Sector Check.

### **Application Details**

Deadline: 9:00 AM on Monday, July 8<sup>th</sup>.

Interested applicants must submit a PDF cover letter and résumé with your first and last name in the title, plus a **one-page description of a children's project, service, or program** for which you have been responsible, by e-mail to: [recruitment@sclibrary.ca](mailto:recruitment@sclibrary.ca)

**Please include your name in your email subject line and attachment(s).**

*Equivalencies of education and experience may be considered. Strathcona County Library is committed to job equity and we encourage all qualified candidates to apply.*

*This competition may be used to fill future vacancies for similar positions within the next 6 months.*

*Thank you for your interest in Strathcona County Library. We only contact candidates selected for interviews.*

*For more information visit Strathcona County Library website: <https://sclibrary.ca/>*