

Position Title: Library Services Specialist (Preschool Services)

Posting Type: Internal and External



At the heart of a vibrant urban/rural community of 103,000, Strathcona County Library (SCL) inspires curiosity, encourages learning and exploration, and builds connections. SCL provides excellent and accessible services from a variety of locations, including our Central Library in the Community Centre and our award-winning Bookmobile. Opportunities abound to provide creative programs and services for young families, engaged seniors and a variety of other age and interest groups. We offer a generous benefit package, 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 to apply.

Employment Terms

This is a permanent, 35 hours/week position with benefits. This position involves working a variety of shifts including weekdays, evenings, and weekends.

Rate of Pay: The pay range is **\$35.35 - \$44.21** per hour paid on a bi-weekly basis

Start date: September 14, or a date to be determined in consultation with the successful applicant

Reports to: Manager, Youth Services

Who We Are Looking For

Strathcona County Library is seeking a passionate and enthusiastic team member to support and deliver outstanding, innovative library programs, services, and collections for preschool children and their families.

Duties and Responsibilities

Reporting to the Youth Services Manager and working within established guidelines, this position is responsible for:

- **Program Development:** Collaborates with the Early Literacy Librarian and preschool team to design and deliver creative, engaging programs for infants, toddlers, preschoolers, and caregivers. Additional duties include daycare and community outreach, tours, summer reading games, contests, and special events.
- **Collection Management:** Selects and maintains assigned print, media, and digital collections to ensure they remain inclusive, diverse, and responsive to community needs.
- **Customer Service:** Provides research, readers' advisory, digital, and technical assistance to library patrons of all ages in person, online, and by phone.
- **Digital & Social Media Content:** Contributes to the library's social media channels and website by creating and selecting content, while evaluating the currency, authority, and accuracy of online resources.
- **Marketing & Promotion:** Creates booklists, displays, and promotional materials to highlight library collections and services.
- **Performs other duties** as required.

Minimum Qualifications

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

Required Experience, Knowledge and Skills

- **Public Library Experience:** Demonstrated research, readers' advisory, and information literacy skills, including providing technical assistance and the ability to navigate library resources for patrons of all ages.
- **Youth Programming:** Strong ability to design, deliver, and evaluate age-appropriate early literacy programs for children and their caregivers.
- **Literature & Development:** In-depth knowledge of children's literature and resources, paired with an understanding of youth developmental stages, diverse learning styles, and core early literacy practices.
- **Collection Management:** Experience with collection management, development, or maintenance is considered a strong asset.
- **Communication & Collaboration:** Excellent teamwork and interpersonal skills, with strong presentation abilities and the confidence to engage large groups.
- **Technical Proficiency:** Strong technical skills using Integrated Library Systems (ILS), online research resources, Microsoft Office, e-readers/digital media technology, and standard office equipment.
- **Licensing:** A valid driver's license is preferred.

Conditions of Employment

- Eligible to work in Canada.
- The successful candidate will be required to complete a Vulnerable Sector Police Records Check.

Application Deadline

Deadline: **9:00 AM on Monday, August 10, 2026.**

Interested applicants are invited to submit a PDF or Word résumé and cover letter with your first and last name in the title. **Shortlisted candidates will be asked to complete a short pre-interview assignment.** Details will be provided to selected candidates after the posting closes.

Please submit applications by email to: recruitment@sclibrary.ca

Note: *Equivalencies of education and experience may be considered. 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/>

Collection and use of personal information: *Personal information is being collected to determine your qualifications and suitability for employment with Strathcona County Library, as authorized by and managed in accordance with section 4(c) of the Protection of Privacy Act (POPA). If you have any questions about this notice or collection, please contact our Privacy Officer at privacy@sclibrary.ca*