

Bonnechere Union Public Library

Position Title: Program Coordinator

Library/Organization Name: Bonnechere Union Public Library

Employment type: Full-time (30-32 hours/week), Weekdays, evenings, and some Saturdays as required.

Expected start date: October 30, 2026

The Bonnechere Union Public Library (BUPL) is a key partner in the development of the economic, cultural, and social well-being of its community. As a community library, BUPL offers programming for all ages, supports learning, literacy and leisure in a welcoming environment, and provides equal access to a variety of resources, including local historical resources and multi-media formats. For more information on the Library, please visit our website: <http://www.bonnechereupl.com/>.

Primary Function:

Increase community awareness of, and participation in, Library services by employing a wide variety of marketing and promotional tactics to develop, promote and deliver informative and recreational programs for all ages. Other duties include: staffing the circulation area of the Library and providing services to the public related to front-line circulation and customer service (e.g. readers' advisory, reference and research, and computer assistance); assisting with fundraising and event planning; and seeking and creating opportunities for partnerships with community organizations.

- Greet and assist Library users in the Circulation area employing effective customer service skills.
- Perform all Circulation area functions effectively.
- Assist patrons with computer questions/technology/email, scanning, faxes, photocopies, etc.
- Shelf material, shelf-read, and organize collections.
- Staff other areas of the Library as necessary.
- Outreach in the community.
- Responsible for Library opening and closing procedures as assigned.
- Inform Library users of Library Conduct and Borrowing Policies, enforcing them when appropriate.
- Develop, plan, promote, and deliver library programs for children, teens, adults, seniors and newcomers, aligning those programs with the Library's current strategic plan and mission statement.
- Investigate and pursue new ideas for programs and marketing through research, community, colleagues, and trends.
- Conduct program surveys to evaluate patron satisfaction, program relevance, and to identify areas needing improvement.
- Assess the quality and results of programming efforts and activities.

- Deliver programs from needs assessment through to conclusion and evaluation.
- Website maintenance and social media updates, monthly information emails to patrons.

Qualifications, Education, Experience, and Skills Required:

- Post-secondary diploma or degree.
- Some experience working in a public library would be an asset.
- Excellent interpersonal, and oral and written communication skills, strong marketing skills and the understanding of branding.
- Ability to work comfortably with children, youth, parents, teachers, seniors, community members, and organizations.
- Good clerical skills are required, including keyboarding.
- Good organizational skills, including thoroughness, accuracy, attention to detail.
- Strong computer skills, including: word processing; inputting and manipulating data in an automated library system; use of library automated system circulation, and public catalogue functions; proficiency in design programs such as Canva.
- Library skills to sufficiently accomplish the duties listed above. Transferable skills, especially in the ability to learn the Dewey classification system, and other Library procedures, are required.
- Strong problem-solving skills and the ability to multi-task in a sometimes fast-paced environment.
- Minimum physical requirements: able to lift 30 pounds, bend, reach, and stretch.
- Vulnerable Sector check required upon hire.

Compensation: Starting rate is 24.78/hour. Health benefits and pension included. Support for professional development offered.

Deadline for submitting a letter of interest and resume – October 16, 2026. Applicants must submit their resume and cover letter (Word doc or pdf) to Susan Artymko, CEO/Head Librarian at ceo@bonnechereupl.com. Please use the subject line: Program Coordinator.

The library thanks all applicants for their interest, however only those selected for an interview will be contacted.

Bonnechere Union Public Library is an equal opportunity employer. Accommodation for abilities is available for all parts of the recruitment process. If contacted regarding this competition, applicants must make their needs known in advance. Information received relating to accommodation needs of applicants will be addressed confidentially.