



## Program Development Coordinator

The Bradford West Gwillimbury Public Library is a community-focused, single branch Library serving a diverse population of 42,880. The community includes both urban and rural areas with much of the population centered in the town of Bradford, which is located on the fringe of the GTA and adjacent to the Holland Marsh. Easily accessible from Highways 400, 27 and 11, Bradford West Gwillimbury is a growing community, reflected in the increasing demand for library services.

The Library has an opening for a full-time Program Development Coordinator. Reporting to the Manager of Community Engagement, this position is responsible for planning, booking, scheduling and overseeing delivery of Library programming.

In your application, please tell us how your education and experience have given you the following essential abilities:

- Demonstrated experience in the development and implementation of a comprehensive annual program strategy, aligned with the Strategic Plan and departmental objectives
- Highly skilled at scheduling and administration of multiple simultaneous programs and events
- Demonstrated experience in the application of library evaluation and community research, and development of community-led programs
- Able to lead and supervise a creative team of programmers and volunteers
- Includes consideration of marketing and promotion in the design and execution of programs
- Compelled by a process of innovation and continuous improvement
- Able to embrace and lead change in a fast-paced, collaborative work environment
- Able to take a whole-library approach to the work of the department
- Dedicated to providing excellent customer service to staff, community, and stakeholders
- Open to flexible scheduling as required by external demands
- Promotes a culture of inclusiveness and works with a diverse population of employees and the general public.

This position is anticipated to start May 20, 2024, or as soon as possible. Shifts and hours will vary, and may include evenings and weekends. This unionized position offers an hourly wage of \$36.75 based on 35 hours per week (wage is subject to confirmation), plus a competitive benefit package including OMERS pension plan.

### Qualifications:

- Masters in Library and Information Science (MLIS) from an ALA accredited university
- Early Childhood Education, Education Degree or equivalent considered an asset
- Two to three years related experience, preferably in a public library, including one year in a supervisory capacity
- Experience developing programs for people of all ages
- Familiarity with library programs and events
- Demonstrated experience with training and instruction
- Ability to build strong and enthusiastic staff teams





- Ability to deal courteously, effectively and tactfully with all levels of staff, the public, community groups, agencies/organizations, and all levels of government
- Thorough working knowledge of various relevant Federal and Provincial statues and regulations including the Ontario Public Libraries Act, the Freedom of Information and Protection of Personal Privacy Act, the Occupational Health and Safety Act, and the Copyright Act
- Strong organizational skills with the ability to balance priorities and meet deadlines
- Ability to cope with high levels of interruptions, exercise discretion and good judgement
- Fluent in English (reading, writing, verbal), other language fluency considered an asset
- Satisfactory Police Record/Vulnerable Sector Check.
- First Aid/CPR Certified
- Ability to work days, evenings and weekends.
- Satisfactory Police Record Check

A detailed Job Description for this position is available at <https://bit.ly/ProgDevCoord>

Interested candidates are invited to forward their resume and cover letter **as a single pdf document** by Friday, April 26 at 4:00 p.m. to:

**Elizabeth Campbell**  
**Manager of Community Engagement**  
**Bradford West Gwillimbury Public Library**  
**425 Holland St. W**  
[careers@bradford.library.on.ca](mailto:careers@bradford.library.on.ca)

**We thank all applicants for their interest; however, only those being considered for an interview will be contacted. In accordance with the Municipal Freedom of Information and Protection of Privacy Act, personal information is collected under the authority of the Municipal Act, and only be used for candidate selection.**

**The Bradford West Gwillimbury Public Library is committed to equity in employment. As an equal opportunity employer, we are committed to establishing a qualified workforce that is reflective of the diverse population we serve. All candidates must be able to promote a culture of inclusiveness and work with a diverse population of employees and the general public. We encourage applications from Indigenous peoples, racialized people, persons with disabilities, and those who identify as 2SLGBTQ+.**

**The Bradford West Gwillimbury Public Library is committed to providing accommodations based on any human rights protected ground throughout the recruitment and selection process. If you require accommodation, please notify us when contacted for an interview and we will work with you to meet your needs.**

