



Position	Program Coordinator
Department	Library
Pay Grid	5
Wage Range	\$25.65 - \$32.93 (2025 Wage Grid)
Supervisor	Programs and Outreach Manager
Status	Part-time, Contract (12 months)
Weekly Hours	21 hours per week
Work Schedule	Typical hours: Tuesdays 12–8 PM, Wednesdays 12–8 PM, Thursdays 9:30 AM–5:30 PM, and one Saturday approximately every 5 weeks. Schedule is subject to change based on operational needs.

Job Summary:

The Town of Carleton Place is seeking an innovative and community-focused Program Coordinator to join our Library team. Reporting to the Programs and Outreach Manager, the successful candidate will plan, implement, and deliver programs of recreational and educational value for a diverse audience. This role will strengthen library services, promote the collection, and foster engagement within the Carleton Place and Beckwith communities.

Key Responsibilities:

- Assess community needs and develop engaging, age-appropriate programs for children, youth, adults, and older adults.
- Organize events such as author talks, poetry readings, and interactive workshops.
- Conduct outreach and build community relationships by participating in festivals and events.
- Manage program budgets, monitor expenses, and make adjustments as needed.
- Provide exceptional customer service at the library, addressing inquiries and resolving complaints.
- Train and supervise students and volunteers involved in library programs.
- Create and deliver presentations, video tutorials, and instructional sessions on library services and resources.
- Support patrons with the use of library equipment, online catalog, and various digital resources.
- Promote diversity, equity, and inclusion through library programs and services.
- Assist with circulation desk duties as required, including managing accounts, shelving, and troubleshooting digital devices.
- Prepare reports and maintain records related to library programs and activities.

Qualifications and Requirements:

- Postsecondary diploma or degree in library sciences, Early Childhood Education, or equivalent.
- Minimum two (2) years of experience in a public library, museum, school, or fast-paced customer service environment.
- Minimum one (1) year of experience creating and delivering high-quality programs.
- Strong organizational, communication, and interpersonal skills.
- Proficiency in MS Office, SharePoint, and library software.
- Standard First Aid and CPR-C certification (or willingness to obtain).
- Satisfactory vulnerable sector check.
- Valid driver's license and daily access to a vehicle.

Working Conditions

- Requires flexibility to accommodate evening and weekend shifts.
- Physical demands include lifting, standing, sitting, and maneuvering in aisles.
- May involve exposure to book dust, printer ink, and occasional unpleasant odors.
- Must manage multiple tasks and deadlines in a busy, customer-driven environment.

Why Join Us:

- Be part of a supportive and community-oriented team.
- Contribute to innovative programs that enrich the lives of residents.
- Engage in ongoing professional development and growth opportunities.

Application Deadline:

Open until filled.

How to Apply:

Please send your resume and cover letter to hr@carletonplace.ca

The Town of Carleton Place is an equal opportunity employer

The Town of Carleton Place is an equal opportunity employer. We are committed to fostering a diverse and inclusive workplace free from discrimination. If you require accommodations during the recruitment process, please contact us at hr@carletonplace.ca, and we will work with you to meet your needs.

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