



## Peace River Municipal Library

Art Gallery • Meeting Space • Computers • Study Room • Café Area

### EMPLOYMENT OPPORTUNITY

The Peace River Municipal Library & Art Gallery is seeking a part time (12-20 hours/week) Programs Assistant. Reporting to the Programs Coordinator the Programs Assistant is responsible for development, promotion and facilitation of library programs available to the community. The successful candidate will be working with patrons of all ages from infants to seniors, focusing on children and teens. Independent work as well as team collaboration is a necessity in this role. This role is suited to those who enjoy change, are adaptable, creative and organized. If you enjoy fast-paced, upbeat work and contributing to your community through great programming, please apply.

#### Preference will be given to candidates who possess:

- High School Diploma or higher.
- Experience in program development/planning is an asset.
- Experience working with children and/or youth.
- Ability and willingness to work flexible hours and be present for library programs and meetings. Some evenings and weekends will be required.
- Ability to promote library events and activities.
- Experience being active within the community and/or as a volunteer.
- Excellent communication skills with the ability to communicate effectively in verbal and written form in English.
- Strong time management, organizational and problem solving skills with the ability to conscientiously meet deadlines.
- People oriented with strong interpersonal skills.
- Proficient with current technologies, including social media and Microsoft Office programs.
- Supervisory experience with skills in directing, coaching, training, and delegating.
- Experience working arts, crafts, and science projects.
- Valid driver's license with access to a reliable vehicle.
- Cell phone.

#### Successful candidates will be required to:

- Provide a Criminal Record Check and vulnerable sector search deemed satisfactory by the RCMP.
- Provide a clear Intervention Check from Alberta Child and Family Services.
- Provide at least two work references and one personal reference.

**The Library appreciates the interest of applicants; however only those who are short listed for an interview will be contacted.**

Interested applicants are invited to submit a detailed resume and cover letter by **5:00 pm Saturday, September 15, 2018** referencing **Programs Assistant** to:

**Channing Stenhouse**  
**Peace River Municipal Library**  
9807 97 Avenue, Peace River, Alberta T8S 1H6  
Email: [director@prmlibrary.ab.ca](mailto:director@prmlibrary.ab.ca)  
Phone: 780-624-4076 ext. 225

The Peace River Municipal Library seeks to fully integrate the principles of Employment Equity and will ensure the full participation and advancement of members of historically disadvantaged groups (i.e., members of visible minorities, persons with disabilities, women, and aboriginal peoples). The Peace River Municipal Library will achieve this by ensuring that its hiring process is fair and equitable for all persons.