

Town of Caledon

make a difference



Job Title: Coordinator, Public Service (Permanent Part-Time)

Closing Date: September 27, 2024, 12pm

Caledon Public Library is a hub for discovery, innovation and inspiration. We nurture connections, collaboration and creativity and are situated within a dynamic municipality that successfully balances urban, rural and agricultural communities. With seven branches that serve as the cornerstones to the community, connecting people to information and each other is what we do!

In addition to offering exciting career opportunities, the Town also provides a competitive and comprehensive total rewards package. Come see how you can make a difference.

The Opportunity

Reporting directly to the Branch Manager, this role is responsible for the day-to-day delivery of branch services. You will provide a variety of public services including borrower services, reference assistance, readers' advisory and user-support of library technologies and digital resources. You will be responsible for creating a welcoming and inclusive library environment and may act as Person in Charge at the branch. As the Coordinator, Public Service, you will perform the following duties, including but not limited to:

- Provide exemplary customer service to all patrons of Caledon Public Library in person, over the phone or via email.
- Perform all circulation functions: check books in and out, register patrons, collect fees, place holds, etc.
- Provide Interlibrary Loan service to patrons as required
- Commits to the provision of quality service to users, maintaining the Library's image and ensuring that the library is profiled in a positive manner.
- Demonstrate an ongoing familiarity with the Library's collections, both print and electronic
- Merchandise and display materials and collections to encourage patron awareness and use
- Responsible for the general appearance of the branch, ensuring a welcoming atmosphere for all visitors
- Facilitates programs within the branch, as directed by the relevant Manager
- Functions as Person in Charge (PIC) at the branch as scheduled: monitors staff attendance; ensures adequate staffing, oversees the opening and secure closing of the branch; resolves, records, and/or reports all incidents, issues, and emergency scenarios



6311 Old Church Road
Caledon, ON L7C 1J6
www.caledon.ca

T. 905.584.2272 | 1.888.225.3366 | F. 905.584.4542

The Ideal Candidate

We are seeking a passionate professional with a post-secondary diploma in Library Technician Diploma or equivalent combination of education and experience. Our ideal candidate has one (1) year of library experience and a minimum of two (2) years in a customer-focused setting. A minimum of one (1) year public library experience is preferred.

The ideal candidate will have demonstrated unwavering appreciation of and commitment to excellence in public library service. We are seeking an individual with superior interpersonal skills, a demonstrated ability to work without direct supervision and excellent verbal and written communication skills.

The successful candidate for Coordinator, Public Service will be required to work a flexible schedule, including evenings and weekends in the office (as required).

This position offers an hourly rate of \$33.92. The successful candidate could be scheduled up to 24 hours per week.

Satisfactory passing of a vulnerable sector check and proof of qualifications will be required of any successful candidate(s) for this position.

The Town is committed to diversity and inclusivity in employment and welcomes applications from qualified individuals of diverse backgrounds. The Town is an equal opportunity employer that is committed to an inclusive and barrier-free workplace. If your application requires accommodation, please contact People Services at (905) 584-2272 Ext. 4738.

*Applications for this posting will be accepted until **September 27, 2024, 12:00PM.***

How To Apply

To learn more about employment with the Town of Caledon and to apply for this exciting and challenging opportunity, visit: www.caledon.ca/careers

If needed and upon request, this document can be made available in an alternative format.



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