

# Adult Services Coordinator

Nelson Public Library - City of Nelson Competition #25CU19



Located within the traditional land of the Sinixt, Ktunaxa and Sylix peoples, Nelson is traditionally known for its beautiful setting, vast array of recreational activities, pristine parks and vibrant downtown. We are grateful for the opportunity to work on this land. It is a year-round playground for outdoor enthusiasts and those who love the arts, culture and small-town feel, with big-city amenities like high-quality schools, post-secondary institutions, regional health care, and a competitive cost of living.

## POSITION SUMMARY:

Reporting to the Chief Librarian, the Adult Services Coordinator is responsible for promoting a welcoming and inviting library environment, providing front-line customer service to visitors of the Nelson Public Library and is responsible for delivering a library service that aligns with Library values: Universal & Equitable Access, excellent Service, Equity, Diversity & Inclusion, Sustainability and Meaningful Relationships. The primary responsibility of the position is to increase awareness and use of the Nelson Public Library within the community. This outcome will be realized through three major activities: programming, collection development, and community engagement. The pay grade for this position is Library Assistant III.

## ESSENTIAL QUALIFICATIONS:

- Library Technician diploma or equivalent education preferred
- Bachelor's degree from an accredited university or equivalent work experience
- Significant library or other relevant work experience, including technology and customer services.
- Related education and/or experience may be considered.

**Rate of Pay:** \$37.48 - Library Assistant III rate per the CUPE Library Collective Agreement

**Hours/Days of Work:** Full-time, regular - Monday to Friday, with some evenings and weekends

**Application Deadline:** March 21, 2025, at 4:00 p.m.

To find a full description of the position role, including required qualifications and experience, please visit [nelson.ca/jobs](http://nelson.ca/jobs).

## We look forward to hearing from you!

Interested applicants should reference #25CU19 when submitting their resume and cover letter to [hr@nelson.ca](mailto:hr@nelson.ca) no later than March 21, 2025 at 4:00 PM