511 Royal Avenue
New Westminster BC
V3L 1H9

604 527-4605
HR@newwestcity.ca
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Librarian 1 – Children and Youth Services

DEPARTMENT:	**Library Services**	**STATUS:**	**Regular Full-Time**
NO. OF POSITIONS:	**One**	**UNION:**	**CUPE, Local 387**
HOURS OF WORK:	**35 hours per week**	**SALARY:**	**$43.67 - $51.49 per hour + comprehensive benefits package**

About New Westminster Public Library

We recognize and respect that New Westminster is on the unceded and unsurrendered land of the Halq'emeylem speaking peoples. We acknowledge that colonialism has made invisible their histories and connections to the land. As a City and as a Library, we are learning and building relationships with the people whose lands we are on.
The City of New Westminster is a socially, economically and culturally diverse community of approximately 92,000 residents. As a core service, New Westminster Public Library aims to engage, strengthen and connect the community by inspiring exploration, imagination, creativity and lifelong learning. We emphasize the development and delivery of innovative programs and services that reflect our commitment to the principles of social justice, diversity, equity, and inclusion delivered through the lens of anti-racist and anti-oppressive practice. We are committed to reconciliation with First Nation and urban Indigenous communities. We seek to constantly learn, evolve and adapt our practice to the changing needs of our community, seeking always to identify and remove barriers to service.
Who we are looking for

Reporting to the Manager of Programs and Community Development and under the supervision of the Librarian 2 Children and Youth Services, you will provide programs, public service, collections support and school outreach, primarily for early-years and school-age children, families and caregivers. Teen services include ongoing Reading Buddies, relationship-building and occasional programs within departmental capacity. You will bring sound judgment, strong communication skills and an aptitude for building community relationships to a busy public library environment.

Duties and Responsibilities:

• Plan, deliver, promote and evaluate inclusive programs for children and families, including storytimes, Summer Reading Club, Books for Babies and school-age activities; support ongoing Reading Buddies and occasional teen programs within departmental priorities and capacity.
• Develop relationships with schools, childcare providers, educators and community organizations; deliver class visits, tours, book talks and outreach, and use community feedback to inform services.
• Provide reference, readers' advisory and technology assistance to children, teens, caregivers and the public at assigned service points at either branch.
• Contribute to the selection, maintenance, evaluation, promotion and display of children's and teen collections as assigned, and keep current with literature and service trends.
• Coordinate program schedules, supplies, promotion and records within established procedures and budgets; collect statistics and feedback to evaluate programs.
• Act as Person in Charge when assigned, apply Library policies and respond to incidents in collaboration with security and management. Share program guidance within established supervisory structures and participate in committees and projects as assigned.

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Conditions of Work:

- Proposed schedule: Tuesday–Saturday, including one regularly scheduled evening. Final schedule and any weekend rotation require confirmation before publication.
- Hours and schedules are subject to operational requirements and annual review. Library staff may participate in the City's Compressed Day Off program.
- Work is performed on site at the Main and Queensborough branches and at approved community or outreach locations. Membership in CUPE Local 387 is required.

Required Qualifications:

- Master's degree in Library Science or Library and Information Studies from an ALA-accredited library school or recognized equivalent.
- Minimum three years' experience in public library program planning and community engagement, or demonstrated equivalent experience.
- Ability to pass and maintain a clear Police Information Check, including a Vulnerable Sector Check, and legal entitlement to work in Canada.

Desired Qualifications:

- Experience serving early-years and school-age children and families, with knowledge of early literacy, child and adolescent development, and children's and teen literature. Reading Buddies or teen-program experience is an asset.
- Experience with school outreach, community partnerships, inclusive and accessible programming, and children's or teen collections.
- Experience providing public service, technology assistance and digital literacy support in a public library or equivalent setting.
- Experience as Person in Charge or in operational leadership, with sound judgment and skills in conflict de-escalation.
- Strong organizational, communication and public-speaking skills, with the ability to work independently and collaboratively.

Recruitment Process:

- Selected applicants may be contacted by telephone or email for a pre-screening call.
- Interview questions will be provided in advance. In-person interviews will be led by the Manager of Programs and Community Development with two other Library staff members.
- Interview results will be reviewed and a candidate selected. Following successful completion of a Vulnerable Sector Check and a signed letter of offer, the start date will be determined.

Please apply with your **cover letter and resume in one document** at www.newwestcity.ca/employment **by November 17, 2026.**

We offer our employees great work-life balance, including competitive salaries, comprehensive health and wellness benefits and retirement plans (a percentage in lieu of benefits for auxiliary positions). We also offer a hybrid remote work schedule in accordance with our Remote Work Policy, opportunities for education and training, and engaging, rewarding work.

To support a workforce that reflects the diversity of our community; women, Indigenous Peoples, racialized individuals, persons of diverse sexual orientation, gender identity or expression (LGBTQ2S+), persons with disabilities, and others who may contribute to diversity of our workforce, are encouraged to express their interest. New Westminster is on the unceded and unsurrendered land of the Halq'eméylem-speaking peoples. It is acknowledged by the City that colonialism has made invisible their histories and connections to the land. We are learning and building relationships with the people whose lands we are on. We thank all applicants for their interest and advise that only those selected for an interview will be contacted. This position is only open to those legally entitled to work in Canada.