



**COORDINATOR – CHILDREN AND YOUTH PROGRAMMING
TEMPORARY, FULL-TIME**

External Posting

The Brantford Public Library enhances the quality of life in our diverse community. We invest in valuable experiences, resources, and services, in a welcoming and equitable environment for all.

We are seeking an enthusiastic, innovative, and community-minded Coordinator – Children and Youth Programming to lead the development, delivery, and evaluation of engaging programs and outreach services for children, youth, and their families. This position plays a key role in advancing the Library's strategic goals by creating inclusive, impactful experiences that foster literacy, learning, creativity, and community connection.

Reporting to the Manager, the Coordinator is responsible for the system-wide coordination of children and youth programming across all library locations. The successful candidate will provide day-to-day leadership and guidance to staff, develop and nurture community partnerships, and identify opportunities to expand the Library's reach through innovative programming, outreach initiatives, and emerging service models.

This role requires a collaborative and forward-thinking professional who is passionate about public service and community engagement. The Coordinator will work closely with schools, community organizations, and local partners to strengthen connections between the Library and the community, while ensuring services remain responsive to evolving customer needs and demographics.

The ideal candidate is a creative leader with strong organizational and relationship-building skills, a commitment to inclusion and customer service excellence, and a desire to make a meaningful impact on the lives of children, youth, and families throughout Brantford.

This position is vacant with an end date of approximately August 30, 2027, subject to change.

- Reports to:** Manager – Programming and Partnerships
- Salary Range:** \$36.876 - \$41.645 / hour
Updated rate will apply according to the Collective Agreement.
- Classification:** Full-Time, Temporary
- Hours of Work:** 35 hours per week, including evenings and Saturdays. Sundays are scheduled as outlined in the Collective Agreement.

Qualifications:

- Accredited Master's Degree in Library and Information Science or equivalent professional qualification
- Minimum of two years relevant experience
- Demonstrated and ongoing familiarity with current technology
- Ability to travel to other locations in the community, as needed

Responsibilities:

- Coordinates the system wide delivery of dynamic and innovative programs and services to designated groups, with primary emphasis on children and youth at all service points
- Designs, organizes, delivers and evaluates programs and outreach services to children and youth
- Coordinates the day-to-day operations of staff in the delivery of programming and outreach services to children and youth
- Provides leadership, direction, coordination and guidance to staff, referring performance and discipline issues to the appropriate manager
- Acts as person in charge, as assigned, during evenings, weekends and when managers are not available
- Participates in collection development activities as assigned
- Participates in short and long-term programming and outreach plans to implement the Library's strategic objectives
- Develops and nurtures relationships and partnerships within the community, to enrich and promote library services and to enhance the Library's role
- Participates in recruitment and onboarding activities as assigned
- Maintains a library presence at community events and initiatives
- Monitors designated services to ensure that these are consistent and fully supported, and makes recommendations for changes if needed
- Collects and analyzes relevant statistical data and metrics
- Recommends enhancements to current services and suggestions for new services, to meet the needs of diverse customers
- Collaborates with other staff to ensure the effective and efficient delivery of designated services
- Seeks out professional reading and community knowledge, including demographics, in order to enhance programming and outreach services
- Actively promotes the inclusion of innovation, best practices and emerging technologies in the delivery of services
- Stays current with library trends by attending professional development and training opportunities
- Identifies training needs and delivers designated training and orientation modules to staff
- Implements assigned projects and assists with system wide service transitions
- Provides readers' advisory, collection services, community resource, circulation and in-depth information services to customers at all service delivery points
- Handles cash transactions
- Expend and tracks individual program budgets, as assigned
- Other duties consistent with job responsibilities.

Testing may be part of the interview process.

Please apply with your cover letter and resume in one pdf no later than July 2, 2026 at 5:00pm by email to hr@brantfordlibrary.ca.

Brantford Public Library is committed to promoting the independence, dignity, integration, and equality of opportunity of persons with disabilities by ensuring the accessibility of our facilities and services. Accommodations are available for all parts of the recruitment and selection process. Applicants need to make their required accommodations known in advance.