



*To inspire and enrich for life*

**Librarian, Children's Services**

**Children's and Teen Services**

**Full-time position**

**Day, evening and weekend shifts required**

The Children's and Teen Services Department has an opening for a full-time Librarian, Children's Services. The Librarian, Children's Services assists in the coordination and implementation of library services and programs for children and families. The position holder also provides an advanced level of reference, readers' advisory and technology support services for all members of the community in a way that meets their unique needs, regardless of their age, background, or ability level. This includes customers that may be living with addiction, mental illness or experiencing homelessness. The position holder provides services related to the circulation of materials and acts as Person-in-Charge (PIC) on a regular basis.

**RESPONSIBILITIES**

- Plans and delivers programs, services and events for children and families, and develops new services and programs.
- Functions as a system-wide resource for children's services.
- Develops partnership opportunities and maintains contacts with schools and local community organizations to promote library services and collections, and to facilitate cooperative programming ventures.
- Plans, organizes and delivers outreach programming and events.
- Merchandises and maintains children's collections at the Central Library and maintains a solid understanding of early literature and children's literature
- Provides a high calibre of advanced reference and readers' advisory and technology support services for customers of all ages and backgrounds, including customers that may be living with addiction, mental illness, experiencing homelessness or have other complex needs. Practices pro-active reference in accordance with established standards.
- Provides customer service related to the circulation of materials, such as checking in/out and renewing materials; explaining policies and procedures and granting exceptions when appropriate; negotiating financial transactions; etc.
- Oversees the Children's and Teen Services area in the absence of the Division Manager as required.
- Acts as a member of the Youth Services Committee and the Children's Programming Committee.
- Assumes supervisory and budgetary responsibilities as required.
- Stays current with the issues and trends of the profession through reading, professional associations, networking and conferences.
- Acts as PIC on a regular basis, and in this capacity ensures the smooth operation of the library system.
- Serves on library committees and task groups and Strategic Plan projects as required.
- Administers and participates in the development, implementation and monitoring of safe work practices and procedures in support of Kitchener Public

Library's Health and Safety Policy. Ensures staff receive relevant training on health and safety issues. Communicates with staff and the Joint Health and Safety Committee on health, safety and wellness-related issues.

- Follows safe work practices and procedures in support of Kitchener Public Library's Health and Safety Policy.

## QUALIFICATIONS

- MLS, MIS or MLIS
- Demonstrated experience working with children
- Strong commitment to excellence in customer service
- Excellent public service skills to interact positively and build relationships with customers in a way that meets their unique needs, regardless of their age, background, or ability level
- Strong ability to show sensitivity and respect for all customers
- Strong aptitude and interest in serving a diverse customer base including customers with complex needs
- Excellent oral and written communication skills including the ability to assess customer needs, listen, respond and/or refer as required
- Excellent knowledge of early literacy and children's literature
- Ability to work independently and demonstrate initiative in the development of new projects
- Excellent instructional skills including group presentation skills
- Ability to be flexible, adaptable, take initiative and provide constructive support in responding to changing needs and priorities
- Ability to learn new technologies and work comfortably in an automated technological environment demonstrated through recent experience
- Strong organizational and problem-solving skills
- Ability to function as an effective member of a team
- Ability to create innovative library programs for children

In accordance with the Library's COVID-19 Vaccine policy, new Kitchener Public Library staff are required to be fully vaccinated against COVID-19 as a condition of employment. Valid medical or Ontario Human Rights Code exemptions are permitted.

Closing date for applications is **Monday, August 15, 2022**

To print a copy of our application form, go to [www.kpl.org/jobs](http://www.kpl.org/jobs)

Please address cover letters and résumés to:

Manager, Human Resources  
Kitchener Public Library  
85 Queen Street North  
Kitchener ON N2H 2H1  
Email: [resumes@kpl.org](mailto:resumes@kpl.org)  
Fax: 519-743-1261  
TTY: 1-877-614-4832

Salary range: \$60,609 - \$70,303

**Please quote Librarian, Children's Services in the subject line**

Kitchener Public Library strives to be a leader in equitable workplaces. We welcome applicants of every identity.

No telephone calls please.

We thank all applicants in advance and advise that we will contact only those selected for an interview. We will retain your application for a period of six months. Personal information on your résumé is collected under the authority of the Public Libraries Act, R.S.O. 1990 and will be used to determine eligibility for employment. For questions, please contact the Human Resources Department.

Kitchener Public Library is committed to an inclusive and diverse workplace where our behaviours and actions reflect our values of trust, mutual respect and dignity for all individuals.

We will provide accommodations for applicants with a disability upon request. Please contact Human Resources staff by phone 519-743-0271 ext. 239 or TTY 1-877-614-4832, or by email at [resumes@kpl.org](mailto:resumes@kpl.org)