



County of Prince Edward Public Library & Archives

Job Posting: Children and Youth Services Coordinator, and PSA-1

The County of Prince Edward Public Library & Archives is seeking a dynamic, community-minded professional to fill the role of “*Children and Youth Services Coordinator, and PSA-1*”. This position oversees the development and implementation of meaningful, dynamic programming and collection development for children and youth (ages 0–18), while performing standard front-line public service functions to support branch operations.

About the Role

- **Hours of Work:** 35 hours per week.
- **Compensation:** \$28.15-34.13/hr.
- **Union & Benefits:** This is a unionized position (CUPE Local 5562); compensation includes the option to participate in the OMERS pension plan and a percentage in lieu of benefits. Eligibility for the full medical benefits package is reached at 25 hours worked per week.
- **Probationary Period:** This position is subject to a three (3) month probationary period as per the Collective Agreement.
- **Location:** Service is provided across all six branches: Picton, Wellington, Milford, Consecon, Ameliasburgh, and Bloomfield. Must be available for weekdays, evenings, and weekends as needed.
- **Reports To:** Manager of Circulation & Customer Experience.

Core Duties and Responsibilities

The Children and Youth Services Coordinator, and PSA-1 is primarily responsible for overseeing system-wide youth services while supporting daily branch operations.

- Develop, implement, and evaluate 2–3 weekly children and youth programs, delivering targeted, age-appropriate literacy programming in 45–90 minute sessions.
- Ensure all programming remains meaningful, dynamic, and reflective of diverse community needs.
- Participate in targeted outreach and marketing initiatives to promote library events, activities, and literacy initiatives across the community.
- Liaise regularly with all six library branches to coordinate programming, and collaborate with schools, community groups, and local service providers.
- Select and suggest engaging library materials for children and youth up to age 18 in alignment with established collection procedures.

- Contribute to system-wide collection maintenance, including shelving materials and weeding items for review by the Manager of Collections.
- Provide front-line reference assistance and perform seamless circulation functions (check-ins, check-outs, holds, renewals, and patron registrations).
- Process interlibrary loans and assist community members with public computers, technology, and electronic resources.
- Perform daily branch operations, including opening/closing procedures, financial transactions for municipal and library services, supply management, and basic facility upkeep.
- Provide guidance, leadership, and direction to library volunteers.

Required Qualifications

- **Education:** Post-secondary Library Technician diploma, or a credential/degree in a related discipline (e.g., Early Childhood Education, Child and Youth Studies).
- **Experience:** Two (2) years of library experience, or an equivalent combination of education and experience. Demonstrated experience designing and delivering Children & Youth programming is required..
- **Technical Skills:** Proficiency with personal computers, integrated library automation systems (ILS), and database applications.
- **Bondability:** Must be bondable and able to pass a Vulnerable Sector Check.
- **Driver's License:** Valid Ontario driver's license and reliable transportation for work-related travel among all six branches.
- **Certification:** Current CPR/First Aid certification will be required.
- **Communication:** Excellent customer service, cash handling, and interpersonal communication skills.

Physical Requirements

- Ability to lift and carry equipment weighing up to 40 lbs (18 kg).
- Physical dexterity to stand for extended periods of time.

To Apply

Interested candidates should submit a resume and cover letter to EA@peclibrary.org by August 14, 2026.

We thank all who apply; however, ***only those candidates selected for an interview will be contacted. No phone calls or follow-up inquiries, please.*** All personal information is collected under the authority of the Municipal Act, S.O. 2001, c. 25 and will be used to determine employment eligibility. The County of Prince Edward Public Library and Archives is an Equal Opportunity Employer and is committed to meeting its obligations under the Ontario Human Rights Code and the Accessibility for Ontarians with Disabilities Act. Questions regarding the collection of information or accommodation should be directed to the Library CEO at 613-476-5962.