

## **Job Posting – Children’s Program Coordinator (Maternity Leave)**

Do you love innovative programming, children’s books, and helping make the library the coolest place to be in the eyes of kids? GPPL is seeking an energetic, friendly, and creative individual to serve as Children’s Programming Coordinator for a 12 month term from March 2023 to March 2024.

As the Children’s Program Coordinator, you will be responsible for the planning, delivery, and evaluations of library programs for children ages 0-12, as well as scheduling and overseeing school visits. Reporting to the Head of Children’s Services, this role ensures GPPL provides a variety of fun and diverse programs for children of all ages, and their families.

### **Who You Are**

- An enthusiastic professional keen on building relationships with Grande Prairie’s children and families, as well as relevant organizations in the community
- A flexible, innovative and energetic personality who fosters positive relationships with patrons by being friendly and approachable and utilizing exceptional listening skills
- A team player capable of collaboration, seeing the bigger picture, and delivering high-quality results that contribute to GPPL’s success as an organization
- A proactive thinker with a Library Information Technology (LIT) diploma. Those with a combination of relevant experience and education are strongly encouraged to apply

### **Position Details**

- Hours of work include a 35-hour work week with evening and weekend work required
- Salary to be on Grade 5 of GPPL’s salary grid (\$46,422 - \$61,916) and commensurate with experience
- GPPL offers a comprehensive benefits package after completing 3-month probationary period
- Successful candidates will be required to submit a Criminal Record Check and a Vulnerable Sector Check as a condition of employment

GPPL supports and endorses the Canadian Federation of Library Associations’ commitment to the universal principles of intellectual freedom as defined in the Universal Declaration of Human Rights, which include the freedoms to hold opinions and to seek, receive and impart information and ideas through any media and regardless of frontiers.

GPPL believes equity, diversity, and inclusion strengthen the community and enhance excellence, innovation, and creativity. We are dedicated to recruiting individuals who will enrich our work and sense of community. All qualified candidates are encouraged to apply.

Review of applications will begin Wednesday, February 1, 2023. Candidates are invited to email their letter of application with a detailed resume and 3 references to:

ATTN: Bailey Randolph  
Grande Prairie Public Library  
101 9839 103 Avenue  
Grande Prairie, AB T8V 6M7  
Email: [brandolph@gppl.ca](mailto:brandolph@gppl.ca)

Please include **Children's Program Coordinator** in the subject heading of your email application.

*Only applicants selected for interview will be contacted.*