



BOWEN ISLAND PUBLIC LIBRARY
JOB DESCRIPTION
Children and Youth Services Coordinator
(Two-year term 0.57 FTE)

Position Title: Children and Youth Services Coordinator

Position Summary: Plans and delivers programs, manages collections, and oversees outreach for children, youth, and families. Also provides general oversight of library programming and excellent customer service to foster a welcoming environment.

This position is funded through to December 31, 2026.

Supervision Received: Chief Librarian

Supervision Exercised: Library Assistants and volunteers

OVERVIEW

The Children and Youth Services Coordinator delivers inclusive, community-focused library services for children, youth, and families, aligning with the library's strategic goals and the values of equity, literacy, lifelong learning and service excellence. As a supervisory role, this position exercises considerable independence and works in multiple functions to ensure effective daily operations, including circulation, information services, and key responsibilities outlined below. Reporting to the Chief Librarian, the Coordinator works collaboratively with staff, provides operational and administrative support, and may act on behalf of the Chief Librarian when required. This position is currently available as a part time, temporary position through to December 2026.

KEY RESPONSIBILITIES

Programming

- Design, deliver, and evaluate programs for children, youth, and families.
- Train and support staff and volunteers involved in programming to ensure they are able to represent the library's commitment to excellence.
- Oversee the programming planning and budget for children's and adult programs.

Outreach and Community Engagement

- Build partnerships with community organizations.
- Collaborate with marketing staff to promote children's and youth services.
- Identify community needs and develop services to meet them.
- Participate in internal and external library committees as required.

Collections

- Curate and manage the children and youth collections including budget, selection, acquisition, evaluation and disposition of materials.
- Manage relationships with vendors and material handling related areas.
- Ensure materials reflect diverse community needs and emerging formats.

Leadership and Supervision

- Lead Children and Youth Services initiatives and mentor staff.
- Oversee programming efforts and report on programs and outreach to leadership.
- Stay updated on library trends and emerging technologies.
- Work as a member of the Library team and share responsibility for supervision, guidance and training of library staff with other Library Supervisors.
- Participate in recruitment, selection and training of new staff.

Public Services and Operations

- Deliver exceptional customer service at the public service desk providing circulation, reference, reader's advisory and technology support to all library customers.
- Assist with all areas of service delivery and library operation as needed.
- Perform basic IT troubleshooting and coordinate equipment servicing.
- Communicate and interpret BIPL policies and procedures to staff, volunteers and the public, and resolves problems.
- Assumes responsibility for the library in the absence of Chief Librarian as required.

Administrative Services

- Collaborate with the Chief Librarian on library operations and provide administrative support to the Chief Librarian or other Library Supervisors.
- Recommend policy, service or budget improvements to ensure the efficient, effective and economical delivery of services.
- Research grant opportunities and manage grant applications and reports.
- Other related duties as required and assigned.

QUALIFICATIONS

Education and Experience

- Post-secondary degree or diploma in related field. Master's Degree in Library Science, or Library Technician Diploma preferred.
- Minimum 2 years of directly related professional work experience, including experience developing and delivering innovative programs and services for children and families.
- At least 1 year in a manager/supervisor capacity.
- Experience in cataloging and collection development
- Experience with community engagement and partnership development is an asset.
- Valid B.C. Driver's License (minimum level 'N') considered an asset.
- Related education and/or experience may be considered.

Skills and Abilities

- Skilled in designing and delivering high-quality children's programs.

- Strong knowledge of public library services, trends, and issues, particularly in children’s and youth services.
- Skilled in learning, teaching, and adapting to new technologies and procedures.
- Proficient in providing reference services to the public.
- Effective at setting priorities, delegating tasks and managing daily operations.
- Excellent communication, customer service, problem-solving, relationship-building, and decision-making skills.
- Strong leadership, organizational, and supervisory skills with a results-oriented approach.
- Knowledgeable in library operations, MARC coding, and classification systems.
- Proficient in using digital tools and library technologies.
- Physically capable of lifting/carrying 25 pounds, walking short distances, and performing tasks requiring stooping, bending, and reaching.

Personal Characteristics

- Dedicated to creating a patron-centered library experience.
- Committed to intellectual freedom, diversity, and inclusion.
- Collaborative and passionate about fostering positive relationships with colleagues.
- Professional, tactful, diplomatic, and respectful of confidentiality.
- Values relationships, community, leadership, innovation, and integrity.
- Brings a sense of humor to the workplace.

REQUIREMENTS

- Satisfactory Police Information Check for Vulnerable Sector

WORKING CONDITIONS

- The Children’s and Youth Services Coordinator works in the Bowen Island Public Library, as well as in the community for outreach.
- This position is funded for 20 hours per week through to December 31, 2026.
- Weekend and evening work is required.
- All employment terms are outlined in Bowen Island Public Library’s [Personnel Policy](#).

This job description reflects the general duties associated with the position, and shall not be construed as an exhaustive description of all tasks, duties, or responsibilities required in the job.