

Job Posting

Children and Youth Technician

Competition #: UB-2025-28

Position Type: Thirty-five (35) hours per week – Temp to February 26, 2027

Schedule: Weekdays/Evenings/Weekend Rotation – Mainly Weekdays

Salary: Starting at \$30.58/hour

Closing Date: Open Until Filled

Working with the Thunder Bay Public Library and the Community

POSITION DESCRIPTION

POSITION TITLE	Children and Youth Technician
CLASSIFICATION	Library Technician
UNION AFFILIATION	3120
PRIMARY RELATIONSHIP	Librarian – Programming
PRIMARY LOCATION	TBPL
EFFECTIVE DATE	April 2024
SUPERSEDES	New (Formerly CHT – Collections)

PURPOSE:

The Children and Youth Technician supports the Thunder Bay Public Library's mission of being a center for lifelong discovery by providing library services and programs aimed at children and youth.

ACCOUNTABILITIES:

1. Develops, promotes, implements, delivers, and evaluates programs for children and youth, including (but not limited to): class visits, reading buddies, early literacy programs, summer reading, STEAM programs, Family Literacy Day, virtual programs, seasonal events, PA day programming, etc.
2. Seeks, liaises and coordinates with external partners to work collaboratively to optimize library programming for children and youth throughout the community.
3. Facilitates outreach services for the community involving travel to schools, day cares, community events, etc. and delivers programs, presentations, and workshops relating to library services at various external community organizations.

4. Maintains an in-depth and working knowledge of the children/youth collections, programs and services in order to be able to provide information such as reader's advisory and support to patrons and staff.
5. Assists with the planning, research and implementation of initiatives as required.
6. Participates in creating displays and maintaining the library website in order to promote library services, collections, and programs.
7. Supervises and trains staff to optimize performance, as required.
8. Provides assistance to library patrons in a manner that is warm, welcoming and respectful while building relationships with patrons and actively seeks feedback from them.
9. Participates in collection maintenance.
10. Provides tours and orientation of Library services and facilities.
11. Raises awareness and promotes the use of the library's programs, collections, and services throughout the community.
12. Assists with staffing and delivery of various outreach activities in the community.
13. Delivers other various programs on an as needed basis.
14. Provides assistance on the service desk as needed.
15. Represents the Library on community committees and internal working groups as appropriate and action any initiatives resulting from this representation.
16. Assumes in-charge responsibilities for the branch library to ensure a safe working environment. May be required to take on system in-charge responsibility, when upgraded as per the Collective Agreement, in the absence of a Librarian on shift.

Please note this job description is not designed to cover or contain a comprehensive listing of activities, duties or responsibilities that are required of the employee for this job. Additional duties, responsibilities and activities may be assigned from time to time as necessary.

MASTERY:

The position requires:

1. Library & Information Technician Diploma.
2. A minimum of two years relevant experience is preferred.
3. Proven organizational, interpersonal, supervisory, communication, team participation, problem solving and customer engagement skills.
4. Demonstrates empathy, judgement and initiative in working with patrons, staff, community groups and partners.
5. Commitment to superior customer service.

6. Current First Aid and CPR certification and Naloxone Certification.
7. Must undergo a successful Criminal Record Check.

Application Information:

Please submit your cover letter and resume at your earliest convenience to kgunn@tbpl.ca. As the competition is open until filled, interviews will take place as soon as the number of qualified candidates meets the threshold that we have determined to conduct interviews.

Other Information:

For more information on the Thunder Bay Public Library, please visit our website at: <https://www.tbpl.ca/>

The TBPL is committed to employment equity and diversity in the workplace and welcomes applications from visible minorities, Indigenous people, persons with disabilities, and persons of any sexual orientation or gender identity.

The personal information obtained under this job posting is collected under the authority of the Public Libraries Act, 1984 and will be used to assess qualifications of applicants. Questions about this collection should be directed to the Chief Executive Officer.

The Thunder Bay Public Library is pleased to accommodate individual needs in accordance with the Accessibility of Ontarians with Disabilities Act, 2005 (AODA), within our recruitment process, if you require accommodation at any time throughout the recruitment process, please contact the HR Manager.