

HALIBURTON COUNTY PUBLIC LIBRARY

July 22, 2026

EXTERNAL POSTING

Programming and Outreach Coordinator

Haliburton County Public Library is currently seeking a qualified candidate for the part-time position of Programming and Outreach Coordinator. This is a current vacancy.

Under the direction of the CEO/County Librarian, this position is responsible for planning, facilitating, and supporting in-person, virtual, and outreach programs and events for all age groups across all library branch locations to support the goals set out in the library's strategic plan, additionally this position develops community partnerships and promotes library services throughout Haliburton County.

The successful candidate will possess post-secondary education in library studies, education, or a related field with at least three (3) years of related experience, preferably in a public library setting.

The hourly wage range for this position is \$33.42 - \$39.10. This position is scheduled to work 28 hours per week.

You can find a detailed job description attached to this posting.

Please submit a detailed cover letter and resume indicating your skills and experience. Please send your resume to:

Katelyn Bernath, Public Services Manager/Deputy CEO
info@haliburtonlibrary.ca

We thank all who apply for this position; however only those selected for an interview will be contacted.

The County of Haliburton is an equal opportunity employer. Accommodation can be provided in all steps of the hiring process. Please contact Human Resources for further details.

In accordance with the *Municipal Freedom of Information and Protection of Privacy Act*, the information gathered will be used solely for the purpose of job selection.

JOB DESCRIPTION

PROGRAMMING AND OUTREACH COORDINATOR

POSITION SYNOPSIS AND PURPOSE

Responsible for planning, facilitating, and supporting in-person, virtual, and outreach programs and events for all age groups across all library branch locations to support the goals set out in the library's strategic plan, additionally this position develops community partnerships and promotes library services throughout Haliburton County.

MAJOR RESPONSIBILITIES

Description	Approx. Time Spent (%)
Programming • In collaboration with the Public Services Manager/Deputy CEO and Communications Coordinator, creates and implements a regular schedule of library programs and events, including at all HCPL branches and in community contexts. • Plans and delivers internal programs for patrons of all ages, interests and abilities. • Introduces new programs and special events that respond to patron and community demand. • Develops and coordinates programming that is in alignment with library priorities, County/Municipal objectives, and local community events/initiatives. • Researches, contacts, and negotiates with potential program presenters and performers. • Acts in a supporting role for programming facilitated by other staff members. • Identifies intended outcomes of library programming and develop mechanisms and procedures to evaluate for these outcomes.	50%
Outreach • Prepares and delivers outreach programs for community members of all ages. • Develops community partnerships and seeks opportunities to promote library services within the community. • Represents the library at community events and meetings.	20%

Supervision • Trains, supervises, and allocates work to temporary and summer staff working in programming. • Communicates instructions for branch staff members regarding the implementation of system-wide programming initiatives. • Directs branch staff involved in programming and outreach projects, including overseeing content development, resource logistics, and program delivery. • Ensures program staff are in compliance with Health and Safety procedures and library policies. • Assists with organizing and delivering staff training (online and in-person). • Other duties, as assigned.	15%
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Budgeting • Tracks program budget expenditures. • Purchases programming supplies. • Identifies grant and sponsorship opportunities to support library programs. • Works with branch staff to develop budgets for specific programs. • Provides detailed requests for project funding by the Friends of the Library.	5%
Administration and Communications • Supports the promotion of library programming through social media posts, developing program calendars, and website content/events calendar entries. • Responds to media inquiries related to library programming. • Develops and oversees passive programming, take-home literacy kits, and rotating shared resources (big blue blocks etc). Communicates with branch and admin staff regarding logistics of these. • Supports the development of the monthly staff schedule by identifying program staffing needs. • Manages the compilation of system-wide program statistics. • Manages room bookings and responds to related inquiries. • Other duties, as assigned.	10%

*Note: All activities are expected to be performed in a safe manner, in accordance with the Occupational Health and Safety Act and its Regulations, along with Corporate Safety policies, procedures and programs. In addition, all necessary personal protective equipment must be used and maintained in good condition.

DECISION MAKING AND INDEPENDENCE

a) 3 examples of the types of decisions that are made or issues/situations that are dealt with on a regular basis and how judgement is used to resolve them:

1. Coordinates programs, workshops, and based on available staffing, budget and resource constraints.
2. Develops a balanced and cohesive repertoire of programs and workshops for all ages, including external presenters, and ensures that the content supports the library's mission, vision and values, and adheres to library policies and procedures.
3. Contacts local organizations to collaborate on programming and to build effective community partnerships.

b) 3 examples of situation or problems that are referred to the supervisor for direction or resolution:

1. Handling requests to participate in collaborative programs/events that are outside of budget or staffing limitations and require approval to go ahead.
2. Requests for costly equipment for programs, e.g. videoconferencing equipment for hybrid programs.
3. Disputes re: staffing for programming versus branch hours.

REQUIRED TRAINING

- Orientation which includes (all employees)
 - All Corporate Policies/Procedures
 - WHMIS GHS Training
 - Respect in the Workplace
 - MOL Worker H & S Training
 - AODA
- Any additional training required?
 - Standard First Aid and CPR level C

MINIMUM QUALIFICATIONS

a) Education

- Completed post-secondary education in library studies, education, or a related field.

b) Experience

- Three (3) years related experience working in a public library setting.

c) Knowledge/Skill/Ability

- Able to independently plan, organize and coordinate work across all library service points.
- Lead library staff in developing and implementing programs.
- Excellent time management and project management skills.
- Able to manage and work within a budget effectively.
- Establish and maintain a positive working relationship with a diverse community of patrons and library staff.
- Communicate effectively in both oral and written form with patrons and staff and have excellent public speaking abilities.
- Engage community partners, patrons and staff in the promotion of library programs.
- Exhibit flexibility and a willingness to work in a dynamic, busy, and changing environment.
- Work a flexible schedule that includes day, night, and weekend hours.
- Familiarity with STEM/STEAM program theories.
- Experience creating social media content and doing website maintenance.
- Computer skills: Windows OS; Microsoft Office Suite; Canva; Adobe CS and/or other publishing software.

PREFERRED QUALIFICATIONS (asset)

- Library Technician Diploma or a Master of Library and Information Studies.

WORK SETTING

CONTACTS

Frequency Legend
Constant – every day for most of day
Frequent – daily
Regular – weekly
Occasional – bi-weekly to monthly

Contact	Frequency	Nature of Interaction
Public Services Manager/Deputy CEO	Frequent	To receive instruction/information
CEO/Chief Librarian	Regular	To receive instruction/information
Library Administration staff and Branch Assistants	Daily	To advise and receive information
Members of the public	Daily	To provide service
Friends of the Library	Occasional	To provide and receive information
Local media	Occasional	To promote library programs and services

WORK CONDITIONS

Please check off all that apply

Frequency Legend
Constant – every day for most of day
Frequent – daily
Regular – weekly
Occasional – bi-weekly to monthly

1. Hours of Work

Normal (i.e. 8:30 am – 4:30 pm, Monday to Friday)	☒
Evenings/Weekends	☒
On-Call	☐
Over-time (How often? Expand below)	☐

Examples:

- Usually 8:30-4:30, with some self-guided flexibility in work hours allowed
- Alternating Saturday shifts
- Occasional evenings to present or support programs and events

2. Work Environment

	Constant	Frequent	Regular	Occasional	Percentage
Indoors	☒	☐	☐	☐	85%
Outdoors	☐	☐	☐	☒	15%
					=100%

Attend internal/external meetings	☐	☐	☒	☐	10%
Time spend travelling	☐	☐	☐	☒	5%
Frequency of interruptions	☐	☒	☐	☐	-
Interaction with irate/aggressive clients/customers	☐	☐	☐	☒	-

Examples: Part-time remote work/work from home allowed; more travel during the summer months to different branches for summer programming

3. Hazards

	Constant	Frequent	Regular	Occasional
Noise	☐	☐	☐	☒
Fumes	☐	☐	☐	☐
Dirt, Dust	☐	☐	☐	☒
Hazardous chemicals	☐	☐	☐	☒
Disagreeable weather conditions	☐	☐	☐	☒

Examples: Loud outdoor or crowded indoor events, outdoor events in all types of weather, cleaning products

4. Physical Requirements

	Constant	Frequent	Regular	Occasional
Operating and/or maintaining vehicles and equipment	☐	☐	☐	☒
• Standing	☐	☒	☐	☐
• Sitting	☒	☐	☐	☐
• Walking	☐	☒	☐	☐
• Climbing	☐	☐	☐	☒
Requirement to lift objects (list max weight)	☐	☒	☐	☐
Pushing and/or pulling objects to complete tasks	☐	☒	☐	☐
PPE worn on a regular basis (list type):				
• Safety glasses (COVID)	☐	☒	☐	☐
• Mask (COVID)	☒	☐	☐	☐
• Non-slip, closed toe footwear	☒	☐	☐	☐
Types of tools used (list type):				
• Computer, tablets, ereaders, cell phones	☒	☐	☐	☐
• Electronic cutting machine	☐	☐	☐	☒
• Electronics, robotics, other equipment for STEAM programs	☐	☐	☒	☐

Examples: Use own vehicle to transport, load/unload, setup and put away equipment such as tent, tables, chairs, rolling toolbox, and boxes or bins of program equipment and materials for library programs, workshops, events or collaborative activities throughout Haliburton County. Max weight 55 lbs

5. Mental Requirements

	Constant	Frequent	Regular	Occasional
Requires awareness of surroundings	☐	☒	☐	☐
Visual effort required on a concentrated basis	☒	☐	☐	☐
Requirement to listen attentively	☐	☒	☐	☐

Examples:

- Awareness of surroundings critical to ensure safety while delivering programs
- Uses word processing, spreadsheet, and publishing software on a computer regularly
- Listens attentively while communicating with patrons

POSITION CLASSIFICATION

Position Title: Programming + Outreach Coordinator

Department: Library

Work Location: Various

Reports to (Direct): CEO/Chief Librarian

Position(s) Supervised Directly: Programming Summer Students (occasional/seasonal)

Position(s) Supervised Indirectly: Branch Staff

Effective Date: July 2021

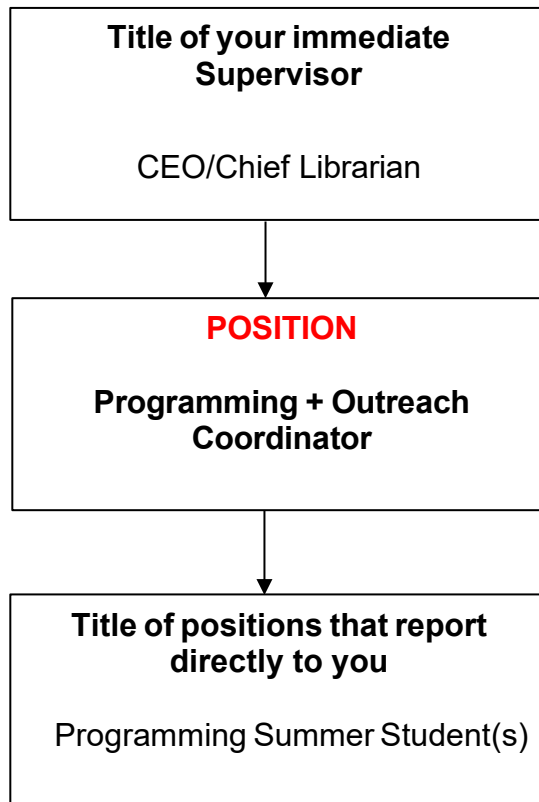
Revision Date: April 2026

Salary Range: \$33.42 - \$39.10

Hours Per Week: 28

ORGANIZATIONAL CHART

List the reporting relationship of this position to others within the immediate department.



Note: The foregoing is intended to outline the general description of duties and responsibilities for this position. It is not intended nor should it be interpreted as a complete inclusive description.

LAST UPDATED: June 2024