

In January of 2015, the Calgary Public Library launched an exciting and ambitious strategic plan to re-imagine library services for Calgarians.

The new Calgary Public Library represents unlimited possibilities and inspires people of all ages to wonder, seek, discover, and share. Calgary's 20 (and growing) community libraries are community hubs that ignite learning, discussion, invention, and action and this is accomplished through the Library's commitment to:

- *be a vital part of strengthening neighbourhoods in a growing city*
- *bring the library into more people's lives by removing barriers and increasing access to information in all its forms*
- *focus on services that make a difference*
- *develop innovative and collaborative partnerships with our community to leverage collective knowledge and expertise*
- *build welcoming, inclusive and dynamic library spaces and places within the heart of our communities.*

The Calgary Public Library acknowledges the traditional territories and oral practices of the Blackfoot people, the Nakota people of the Stoney Nation, the Beaver people of the Tsuut'ina Nation, and the peoples of the Métis Nation of Alberta, Region Three.

Acknowledging the traditional lands of where our 20 libraries are located on is one small step in our efforts toward reconciliation. Calgary Public Library is committed to responding to the Truth and Reconciliation Commission's Calls to Action as well as the City of Calgary's White Goose Flying Report, a local response to the Truth and Reconciliation Commission's report.

As a public gathering space and information hub, the Library has the responsibility to create safe and inclusive spaces. The Library commits to honouring the lifelong learning traditions of Indigenous peoples, Indigenous teachings and practices, and providing opportunities to help educate Calgarians on the history and legacy of residential schools.

It is the goal of the Library to take meaningful and sustainable steps to Indigenize the Calgary Public Library System and ensure that the values of inclusivity, collaboration, and respect inform planning and decision making.

To achieve our vision, Calgary Public Library is seeking leaders with ideas, energy, passion and commitment who can help us make a difference in the lives of Calgarians and take public library services to a new level of excellence.

Volunteer Resources Coordinator
(Full Time)

Reporting to the Manager of Volunteer Resources, the Volunteer Resources Coordinator executes a variety of activities relating to the Library's volunteer resources function, including: recruiting and training volunteers, and overseeing specific volunteer-based programs.

Key Responsibilities

- Recruits, screens, interviews, trains and maintains on-going contact with library volunteers, in consultation with the supervisor
- Oversees specific volunteer-based programs
- Promotes all of the Library's volunteer-based programs
- Maintains contact with representatives of external organizations, agencies, and groups
- Represents Volunteer Resources via presentations and engagement activities in the community
- Maintains volunteer records electronically and paper copy accurately
- Compiles and analyses statistics
- Works positively and productively with staff in other library units on matters relating to volunteer-based programs
- Participates actively in initiatives which support and enhance the accomplishment of system goals and objectives

Qualifications

- Bachelor level university degree
- Minimum of two years of directly related recent experience
- Completion of coursework in Volunteer Management and/or Non-Profit Management or Human Resources would be an asset
- Excellent customer service, interpersonal and relationship building skills
- Superior communication (verbal and written), problem solving and decision making skills
- Intermediate level skills in computer technology (Microsoft Office Suite)
- Demonstrates continuous individual development and growth

Benefits

- Extended Health and Dental Benefits
- Participation in the Local Authorities Pension Plan (LAPP)
- Life Insurance
- Employee Family Assistance Program (EFAP)
- The opportunity to contribute to an award-winning library system, grow professionally and make a positive difference in the lives of Calgarians



Human Resources

If **Volunteer Resources Coordinator** sounds like the next chapter in your career story, take this opportunity to make a real contribution to one of Canada's leading public library systems. Please send a cover letter and resume to:

work@calgarylibrary.ca

Be sure to quote competition number "102" in the subject line of your e-mail.

The closing date for this competition is April 8, 2018.

We thank all who apply but only those selected for an interview will be contacted. Any personal information submitted will be managed in accordance with the Freedom of Information and Protection of Privacy Act and will be used only to determine eligibility for employment. Canadian citizens and permanent residents of Canada will be given priority. Applicants must be legally eligible to work in Canada.