

Position Description

POSITION	: Library Activities Coordinator
REPORTS TO	: Alexandra Library Team Leader
EMPLOYMENT TYPE	: Permanent part time – 20 hours
LOCATION	: Alexandra

Purpose

The Library Activities Coordinator is responsible for the development and delivery of Alexandra Library programmes for all ages, from babies to seniors that meet the needs of our community, along with routine library duties as required.

Our Values

Our values embody the culture of the Central Otago District Council, how we behave and how decisions are made. They are built by staff, for staff, ensuring that all employees are on the same page so we can achieve and deliver our vision.



**Be
Respectful**



**Work
together**



**Be
courageous**



**Me manaaki tētahi ki tētahi, me
pakihiwitahi te tū – kia haere tahi ai tātou**

Respect each other, stand shoulder to shoulder – so that we may travel on this journey together

Principle Duties and Responsibilities

1. Routine library duties including frontline customer service.
2. Work collaboratively to design and deliver programmes and reading challenges in conjunction with the Libraries Events Team.
3. Support the development and delivery of Alexandra Library programmes e.g: holiday activities, book clubs, events, digital classes.
4. Plan and deliver Alexandra Library Storytime for young children, including babies, toddlers, and pre-schoolers.

5. Plan and deliver services to cater to Alexandra's senior population, including Home Services.
6. To coordinate library programme/event marketing resources in conjunction with the CODC communications team for media and marketing activity.
7. Liaise with local schools to organise school visits.
8. To develop and maintain relationships with internal and external stakeholders.
9. Plan and deliver outreach events within the community.
10. Coordinate and update Central Otago Libraries website content relating to events and programmes.
11. Champion, comply and promote Council's health and safety systems, policies and procedures, current legislation, regulations and good practice ensuring you keep yourself, our Council and other safe.
12. Any other duties, consistent with the role, as required from time to time by the Alexandra Library Team Leader, Libraries Manager or Group Manager – Community Experience.

Key Results Areas

Key result areas have been identified to assist in formulating performance objectives. The duties of the position are being carried out to a satisfactory standard when:

1. Demonstrates a commitment to CODC organisational values.
2. All duties to be performed to a high level following CODC policies.
3. Regular and varied programme of children and adult events are offered.
4. Creates and maintains partnerships with community groups.
5. Library programmes receive positive participant feedback.
6. Participant data is available for all library programmes.
7. Library management and Team Leaders are included in the development of new programmes and media posts.
8. Library media activity complies with CODC design / content guidelines and is clear, accurate and timely.
9. Liaises with the CODC communications team for media and marketing activity.

Delegations

Makes decisions within the authority delegated by the Alexandra Library Team Leader and the Library Manager.

Position Requirements

Experience/Knowledge

- A tertiary level Library qualification or equivalent in a related area such as in education, information technology, marketing and/or communications is an advantage.
- Experience in customer services, digital resources or teaching and learning roles.

Specific Skills

- Well versed in technology and online platforms.
- The ability to plan and deliver programmes to a broad age range.
- Ability to lead projects and deliver agreed outcomes.
- Strong communication skills both written and verbal.
- Confident speaking to groups.
- Experience in customer service or community service roles.
- Can build effective relationships with all levels of the organisation.
- Innovative – imagines new and different futures that may lead to changes in how things are done.
- Current Drivers Licence.

Personal Qualities

- Friendly, outgoing, and flexible
- Team player
- Sense of humour
- Excellent communicator
- Patient and supportive
- Honest and trustworthy
- Positive attitude
- Ability to think outside the box
- Work with a minimum of supervision
- Well-presented professional image
- Ability to promote the desired image of Central Otago District Council through good public relations

Relationships

External

APNK
Website provider
Digital Inclusion Alliance Aotearoa
Community groups
Public
New Zealand Library Community

Internal

Chief Executive Officer
Executive Manager – People and Culture
Collection Development Manager
Library Team
Communications team
All Staff
Elected Members

