



Victoria Native Friendship Centre
External Employment Opportunity
Library Coordinator



Working as part of the Administration Team and under the supervision of Director of Management Services, the Library Coordinator will assist to coordinate the team of library volunteers, liaison between the Bruce Parisian Library and VNFC Administration, and plan and delivery community programming.

DUTIES: Other duties may be assigned

Duties, Knowledge and Abilities (including but not limited to, others may be assigned)

- Develop familiarity with the Bruce Parisian Library, the largest Indigenous content collection on Vancouver Island with 70,000 pieces available for lending.
- Coordinate team of library volunteers who operate the space by managing schedules; developing and implementing recruitment, onboarding and orientation of new volunteers; updating written orientation materials; and organizing volunteer appreciation event.
- Liaison between library volunteers and VNFC administration, attending Team Leader Meetings, Occupational Safety and Health Meetings, and managing ongoing communications.
- Help volunteers to organize and host community programming that appeals to all demographics; Elders, youth, children, families, staff, etc.
- This position is a Mentor role to those attending programming and so the person hired will be expected to engage directly with community members and actively participate in planned activities alongside the community.
- Must possess an understanding of the historical and contemporary issues of Indigenous peoples in Canada.
- Must be able to work independently, as part of a team, and be reliable and self-motivated.
- Must be able and willing to work in partnership with other programs and resources.
- Must be flexible in the work week and be able to work some evening hours (no weekends).

KNOWLEDGE, SKILLS AND ABILITIES:

- Must be under the age of 30 at the time of hiring, as per regulations of the funder.
- Must be able to provide a clear Vulnerable Sector Criminal Records Check, dated within the last 6 months.
- Must have familiarity with Microsoft Office Suite, in particular Word and Outlook, and be willing to learn library system Tiny Cat and Library Thing.
- Passion for books and storytelling an asset.

EDUCATION and EXPERIENCE:

The successful candidate will possess a combination of education and experience that satisfy all or most of the following:

- Graduate of high school
- Funding guidelines require applicants be under 30

SALARY: Wage scale: \$18.00/hour

HOURS: Monday to Friday (35 hours/week); 8:30-4:30

TERM: July 2nd, 2019 (approx.) through to August 23rd, 2019

Please submit your resume and cover letter attention to:

Ron Rice, Executive Director

(by mail / fax / email to admin@vnfc.ca or in person)

No phone calls please, only those selected for interviews will be contacted.

An eligibility list will be established. **Closing Date: June 14th, 2019 at 4:30 pm**

Pursuant to section 41 of the BC Human Rights Code, preference may be given to applicants of Aboriginal ancestry.

Victoria Native Friendship Centre
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