



Job Opportunity for a
LIBRARY SERVICES COORDINATOR – COMMUNITY ENGAGEMENT
12 Month Contract – Full-time 35 hours per week
Innisfil ideaLAB & Library, Innisfil Ontario

ABOUT US

Innisfil ideaLAB & Library is a welcoming, innovative public library system at the heart of its community. We believe libraries are places of connection, discovery, and belonging. Our work supports community wellbeing, lifelong learning, and access to opportunity, and we strive to create services that reflect the diverse experiences, needs, and aspirations of the people we serve.

We value equity, diversity, inclusion, and accessibility, and are committed to fostering a workplace where staff feel supported, respected, and empowered to do meaningful work.

POSITION DESCRIPTION

The Library Services Coordinator – Community Engagement plays a key role in creating welcoming, meaningful experiences for customers by combining exceptional front-line service with community engagement initiatives that foster connection, belonging, and participation.

The successful candidate will be a leader in creating an exceptional experience for all members and visitors to the Library and has a positive and empathetic approach to conflict resolution. The Coordinator will perform all Library Services related work, including but not limited to:

- Deliver exceptional customer service and create welcoming, inclusive experiences for all library users.
- Serve as the designated person in charge during assigned shifts.
- Provide information, reference, and readers' advisory services to customers.
- Coordinate and provide day-to-day leadership to Library Services Assistants, Clerks, and Shelving Assistants.
- Manage circulation and customer account functions, including loaned materials, holds, and account inquiries.
- Maintain attractive, engaging library spaces and displays that promote collections, services, and programs.

The Coordinator supports community engagement initiatives that foster connection, belonging, and participation across the community. This includes supporting community-led activities and events within Library spaces, and helping ensure library services and programs are welcoming and accessible to diverse audiences. Key responsibilities include:

- Coordinate the use of library spaces by community partners and support community-led activities, workshops, and events in collaboration with the Community Librarian and Manager, Library Services.
- Develop and facilitate select programs that promote social inclusion, civic engagement, and community connection for all ages.
- Collaborate with staff and community partners to create responsive, inclusive, and welcoming programs and experiences.

QUALIFICATIONS

- Diploma or degree in Library and Information Technician, Library and Information Science, Community Development, Adult Education, Recreation, Social Sciences, or a related field.
- Minimum two years of experience in customer service, public service, community engagement, programming, or a related environment; public library experience is an asset.
- Strong communication, facilitation, conflict resolution, and interpersonal skills.
- Commitment to equity, diversity, inclusion, accessibility, and creating welcoming community spaces.

This position may be scheduled at any Innisfil ideaLAB & Library Branch and requires flexibility to work a variety of shifts, including days, evenings, and weekends. A police records check with Vulnerable Sector screen is required.

COMPENSATION: \$34.48 - \$44.01 per hour

RELEVANT POLICY INFORMATION

The Innisfil ideaLAB & Library is an equal opportunity employer and is committed to building an inclusive and diverse workplace. We prohibit discrimination and harassment of any kind based on race, colour, sex, religion, sexual orientation, gender identity and age. Accommodations for disabilities will be provided, on request, to support candidate participation in all aspects of the recruitment process. To request accommodation please contact jmiyasaki@innisfilidealab.ca or call 705-431-7410.

We thank all applicants for their interest; however, only those candidates invited for an interview will be acknowledged. Personal information contained in your resume is collected under the authority of the Municipal Freedom of Information and Protection of Privacy Act and will be used strictly for employment assessment purposes. Artificial intelligence (AI) systems are not used in the screening, assessment, or selection of candidates for this role.

This recruitment is being conducted to fill a temporary vacancy.

HOW TO APPLY

Applications will be accepted up until 5:00 p.m. on Friday, July 31, 2026. Please submit a cover letter and resume by email to:

Email: jobs@innisfilidealab.ca

Subject Line: **LIBRARY SERVICES COORDINATOR – COMMUNITY ENGAGEMENT**