



Coordinator, Programs & Engagement – 2 POSITIONS AVAILABLE!

Specific Engagement

Band 5 (\$44.4912 – \$51.7401 per hour) + Super

- **POSITION 260 – Permanent Part Time 118.5 hours per 4 week roster at Eltham Library**
This position includes evening and some weekend shifts
Commencing in May 2026
- **POSITION 261 – Permanent Full Time 140 hours per 4 week roster at Ivanhoe Library**
This position includes evening shifts
Commencing in April 2026

About the Role

Our branches can be found across the local government areas of Banyule, Nillumbik, and Whittlesea.

Yarra Plenty Regional Library has an opportunity for 2 **Coordinator, Programs & Engagement** positions. One is a permanent part time role at Eltham Library and the other is a permanent full time role at Ivanhoe Library.

Are you passionate about connecting communities through learning, creativity, and culture? In this dynamic role, you'll bring our library to life by designing and delivering engaging programs and events that inspire people of all ages. Working closely with community groups, educational institutions, stakeholders, and branch teams, you'll help grow participation and position the library as a vibrant hub for reading, learning, and connection.

You'll plan, deliver, and evaluate innovative programs across branch locations and outreach settings, while also providing outstanding customer service. From supporting customers in a self-service environment to responding to diverse information and reference enquiries, you'll use your strong knowledge of library services and collections to create meaningful experiences every day.

As a proactive team member and leader within the branch and region, you'll contribute to achieving shared goals, support marketing and promotion of programs and deliver training to staff and the public. This is an exciting opportunity to make a real impact in your community while shaping the future of library services.

These positions also require the delivery of regular Storytimes.

About You

You are someone who brings energy, creativity, and professionalism to everything you do. You will possess the following:

- A degree or graduate diploma in a relevant discipline **or** proven experience in planning and delivering successful events and programs.
- A strong ability to build productive partnerships and engage people of all ages and from diverse social and cultural backgrounds.

- Experience initiating, developing, and managing programs, events, or projects — ideally within a library environment.
- An awareness of current programming trends, including STEAM and literacy initiatives.
- Confidence using technology, with the ability to quickly learn new systems, applications, and emerging digital tools.
- Solid computer skills, including Microsoft Office, internet platforms, email, and social media.
- Experience using library technologies, technical equipment, and applications (highly regarded).
- Excellent communication and customer service skills, with a friendly, approachable, and professional manner.
- A current Victorian Driver's Licence.
- A valid Working with Children Check and Police Check, with a commitment to maintaining compliance requirements.

If this sounds like you, apply now!

Roster Details

Please refer to our website (<https://www.yprl.vic.gov.au/about-the-library/work-with-yprl/current-vacancies/>) for further details relating to the rosters for these positions.

Please note that these hours form part of a set roster and shifts are not able to be changed.

How to Apply

Before applying for this position, applicants should read the Position Description.

To submit an application for this role, please prepare a statement addressing a response to the key selection criteria, along with your current Resume and apply via Seek.

Please ensure you list which positions you would like to be considered for in your cover letter (e.g. Position 260 or 261).

This position will close on **Sunday 1 March at 11.59pm.**

Interviews will be given to all eligible employees who fully meet and address the key selection criteria. Please note that if you do not satisfactorily meet the key selection criteria you may be excluded from interview.

Further Information

For more information on the responsibilities of this role, and for the selection criteria, please refer to the Position Description or contact the relevant Manager:

Ivanhoe – ckouvelas@yprl.vic.gov.au

Eltham – cblitenthall@yprl.vic.gov.au

****Appointment to this role is subject to a satisfactory National Police Record Check, and Employment Working with Children Check. Applicants must have permanent working rights in Australia to be considered for this position.***