

Coordinator Programs and Engagement – REQ 200
Permanent Full Time
Specific Engagement 140 hours per 4 week period
Commencing November/December 2025
Band 5 (\$80,974 - \$94,167) + Super
Watsonia Library

About the Role

Watsonia Library is seeking a permanent full time Coordinator Programs and Engagement.

As a valued part of the YPRL Team, you will actively promote and implement services and programs to ensure the important role of the library as a community hub and to positively contribute to the team environment. You will utilise your diverse creative skills to plan, coordinate and evaluate programs and other events with the community and utilising your technology skills and knowledge.

As the Coordinator, you will:

- Liaise with community groups, educational institutions, key stakeholders and the wider community.
- Plan, coordinate and evaluate library programs and events in collaboration with branch staff.
- Deliver programs in branch and at other library service points with a focus on outreach programming.
- Awareness of current library programming trends including STEAM and Literacy.
- Proficiency with technology and the ability to acquire new skills to keep up with emerging technologies and applications.
- Contribute to marketing to support library events and programs.
- Respond to a range of library operations that support customers in a self-serve environment based on high level of knowledge of library products and services, including circulation and collections management.
- Plan and deliver a diverse range of training to the public and staff.
- Contribute to the of the role of the library as a place for reading, learning and community.

The role will also, in collaboration with other library coordinators and community groups, design and deliver a range of innovative outreach services and activities to increase access to and awareness of library services across the region.

It is a requirement of this position to deliver regular storytimes.

About you

You are known for your warmth and creativity, plus the ability to innovate and problem solve. With a great ability in developing, implementing and coordinating programs and events and be able to utilise your technology skills. As the Coordinator Programs & Engagement you will build strong partnerships with community groups and work collaboratively with branch staff and all YPRL Coordinators.

You have the ability to gain co-operation and assistance from members of the public and other employees in providing library services, programs, events and activities guaranteeing an excellent customer service experience. Experience in delivery of children's storytimes, and STEAM programming would be an advantage.

The roster for this position is as follows:

Weeks 1-4

Monday: 8.45am – 5.15pm

Tuesday: 3.30pm–8.45pm

Wednesday: 9.30am– 5.15pm

Thursday: 8.45am – 5.15pm

Friday: 8.45am – 5.15pm

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 below criteria, along with your current Resume and apply via Seek.

This position will close on **Sunday 16th November 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.

Interviews will take place as suitable candidates are identified.

For more information on the responsibilities of this opportunity please contact Barb Armstrong, Branch Manager at Watsonia on barmstrong@ypri.vic.gov.au or at 03 9435 2397.

**Appointment to this role is subject to a satisfactory National Police Record Check, and Employment Working with Children Check.*