

Powell River Public Library

Accessibility Coordinator,
Full-time, term (until December 31, 2025)

Posting open until July 26, 2024

Powell River Public Library is looking for a new team member who values equity and inclusion and who will explore innovative ways to meet the needs of our community.

The Accessibility Coordinator will support the achievement of Library goals from the [Accessibility Plan](#). They will work to identify, remove and prevent barriers faced by people with disabilities and collaborate with a variety of library staff to enhance service and program delivery. This position is for someone who is looking for an opportunity to participate in significant and meaningful change and who thrives in a collaborative, team-based environment.

For more information about this opportunity, please read through the full job description below.

Wage rate is \$32.45 per hour with an exceptional benefits package.

To apply send a cover letter and resume by Friday, July 26, 2024 at 5 pm to:

Melani Williams, Assistant Chief Librarian
mwilliams@prpl.ca

The Powell River Public Library is an equal opportunity employer.

Powell River Public Library
100-6975 Alberni St.
Powell River, BC V8A 2B8



Accessibility Coordinator

Summary

With the aim of providing equitable opportunities for growth, literacy, exploration and connection, this role coordinates the efficient delivery of accessible library services to residents of the City of Powell River, qathet Regional District and Tla'amin Nation. They will work to identify, remove, and prevent barriers faced by people with disabilities.

This role is responsible for supporting the library's response to needs identified by the Joint Accessibility and Inclusion Advisory Committee's Plan. This may include promoting, planning, overseeing and delivering library services, programs and events.

They report directly to the Assistant Chief Librarian.

Duties/Responsibilities

Following library procedure and planning goals, coordinates delivery of programs and services related to accessibility.

Assists in development of policies and procedures related to accessible library services.

Works with Assistant Chief Librarian to introduce workflow, technological and other improvements that make library service more accessible.

Develops current knowledge of procedures and practices across the organization and identifies potential training opportunities for staff, Board and volunteers.

Responsible for creating print and digital marketing materials and media releases consistent with library procedures.

Advises Assistant Chief Librarian with respect to accessibility of the library's collections.

Answers reference questions for library patrons and works at the Service Desk as may be required.

Supervises work of Library Assistants and volunteers relating to the library's accessibility programs and services.

Powell River Public Library
Job Description



May be required to participate in the hiring process for new staff members.

Carries out other duties as may be assigned, including, but not limited to those performed by Coordinators and Library Assistants.

Attends safety talks; ensures employees follow safe work procedures and have required safety training and equipment; conducts safety inspections of worksites and equipment and ensures corrective measures are taken.

Required Qualifications, Experience, Skills and Ability

Library Technician diploma or a combination of other relevant education and experience

Significant successful library experience relating to the coordination of Library services

Knowledge of accessibility, disability and equity issues with specific knowledge of the Accessible British Columbia Act

Ability to work in a collegial environment where respect for Library patrons and staff are of paramount importance

Exceptional public services ethic and particular skill and ability to relate to Library patrons

The physical stamina and ability to perform the work tasks associated with this position

Valid BC Driver's License

Clear criminal record check and proof of job credentials

Preferred Qualifications

University degree in related field