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TOWNSHIP OF UXBRIDGE PUBLIC LIBRARY

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The Township of Uxbridge Public Library Employment Opportunity

POSITION: Program Supervisor

DATE OF POSTING: July 31, 2026

The Uxbridge Public Library is seeking an enthusiastic and organized Program Supervisor to lead the planning, delivery, marketing and evaluation of engaging library programs and community outreach initiatives for all ages. Reporting to the Library Manager, this role develops partnerships, coordinates special events, supervises programming staff and volunteers, and supports day-to-day library operations, including scheduled Circulation Desk shifts.

Key Responsibilities

- Plan, coordinate, deliver, and evaluate programs for children, teens, adults, and seniors.
- Organize seasonal events, including Summer Reading Club, March Break, PA Days, and community celebrations.
- Develop partnerships with schools, community organizations, and local groups.
- Supervise Library Assistants during programming, volunteers, and student staff.
- Promote programs through social media, newsletters, displays, and community communications.
- Monitor program budgets, attendance, and outcomes; prepare reports and statistics.
- Coordinate room bookings, outreach activities, and homebound library services.
- Provide excellent customer service and assist patrons with library resources and technology.
- Act as Supervisor in the absence of the Library Manager.
- Participate in staff meetings, professional development, and other duties as assigned.

Qualifications

- Post-secondary education in Library and Information Technician, Library and Information Science, Education, Recreation, Early Childhood Education, Communications, or a related field.
- Minimum two (2) years' experience coordinating programs, events, or community engagement, preferably in a public library or similar setting.

- Experience working with children, teens, adults, and seniors.
- Strong organizational, communication, and customer service skills.
- Proficiency with Microsoft Office and Canva; experience with online registration systems.
- Experience with integrated library systems (Insignia preferred) is an asset.
- First Aid/CPR certification is an asset.
- A satisfactory Criminal Record and Vulnerable Sector Check is required.

Skills & Abilities

- Strong organizational, leadership, and interpersonal skills.
- Ability to manage multiple priorities independently.
- Creative, flexible, and solution oriented.
- Comfortable using technology to support programs and services.
- Committed to providing equitable, inclusive, and accessible library services.

Working Conditions

This position includes occasional evening shifts (1 pm to 9 pm), occasional local travel for outreach activities, and physical setup of program spaces, including lifting materials and equipment up to approximately 25 lbs.

Hours: 35 hours/week, Tuesday through Saturday, 9 am to 5 pm

Salary: \$58,531 to \$68,468 per year, plus comprehensive benefit package and participation in OMERS Pension Plan.

Positions to be filled: 1

Vacancy status: Vacant position

Application Deadline: August 26, 2026

Please submit a cover letter and resume either online, in person at the library or by email to: corrinne.morrison@uxlib.com

Only those applicants selected for an interview will be contacted. Incomplete and/or late applications will not be considered. Interviews will be conducted during the week of August 31, 2026. Thank you for applying.

The Township is an Equal Opportunity Employer in accordance with the Accessibility for Ontarians with Disabilities Act, 2005 and the Ontario Human Rights Code (OHRC). The Township of Uxbridge will provide accommodations throughout the recruitment and selection and/or assessment process to applicants with disabilities and/or needs related to the OHRC. Personal information provided is collected under the authority of The Municipal Freedom of Information and Protection of Privacy Act.