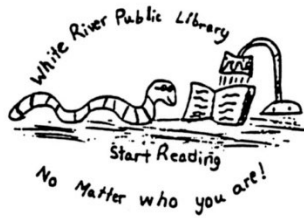


White River Public Library
123 Superior Street
P.O. Box 458
White River, ON
P0M 3G0



EMPLOYMENT OPPORTUNITY

Permanent Part-Time Chief Executive Officer (CEO) - White River Public Library

Location: White River, Ontario

Position Type: Permanent Part-Time (20 hours per week)

Application Deadline: Open until the position is filled

About Us:

White River Public Library, situated in the heart of White River, Ontario, invites applications for the role of Permanent Part-Time Chief Executive Officer (CEO). Our community-oriented library is a vital space for learning, connection, and cultural enrichment.

Responsibilities:

As the CEO, your primary responsibilities will include:

1. Reporting to the Library Board, providing regular updates on operational matters and progress.
2. Managing a small team, including a casual assistant and volunteers, to ensure efficient library operations.
3. Handling paperwork, including grant writing, to secure funding for library programs and improvements.
4. Monitoring and managing the library budget effectively within the designated hours.
5. Overseeing the acquisition, cataloging, and maintenance of library collections.
6. Planning and executing engaging programs suitable for a diverse range of age groups.
7. Ensuring the delivery of high-quality library services within the allotted weekly hours.

Qualifications:

To be successful in this role, you should possess:

1. Minimum Grade 12 diploma.
2. Excellent oral and written communication skills.
3. Strong organizational, communication, and time management skills.
4. Proven ability to interact effectively with the public.
5. High degree of computer skills and knowledge.
6. Basic accounting knowledge.
7. Flexibility to perform various duties within the library.

Schedule:

This position is a permanent part-time role with a weekly commitment of 15 hours. The schedule may include some evening and weekend hours to accommodate library programs and community events.

How to Apply:

If you are passionate about community engagement, promoting literacy, and managing a small library operation, we encourage you to apply. Please submit your resume and cover letter to ceo@whiteriverlibrary.com

White River Public Library is an equal opportunity employer. We appreciate all applications; however, the position will remain open until filled. Only candidates selected for an interview will be contacted. Thank you for your understanding.