

## Family Centre Society of Southern Alberta Resource Library Project Coordinator



Family Centre invites applications for a temporary, part time position (21 hours per week) to fill the role of our Resource Library Project Coordinator. The position will be from March – June 2019.

Family Centre is a community-based, not-for-profit organization that provides families in Lethbridge and Southwestern Alberta with caring and professional family support. Family Centre offers a comprehensive range of prevention and early intervention services for children, youth, adults, parents and other family members. Family Centre is recognized as a Government of Alberta Parent Link Centre. Its services include information and referrals, early childhood education, parent education, family support programs and counselling.

This position will assist in a strategic re-development of Family Centre's Family Resource Library. The library serves families, care-givers, children, and professionals in the field of family support. As a welcoming and comfortable space for adults and young children, the library provides information about services available in our community. Patrons of the library can find and check out resources (books and DVD's) for free to build their capacity to strengthen and support families. Library resources are catalogued (through an existing catalogue system), shelved, and displayed in ways that meet the needs of the patrons. The physical space will be conducive to facilitating family literacy programs.

The successful applicant will have a diploma in Human Services or equivalencies, and have experience in family literacy, library services.

As a condition of employment, a current First Aid Certificate, a Criminal Record Check including the vulnerable sector (within 6 months) and a Child and Family Services Intervention Record Check (within 6 months) will be required. The successful candidate must have a class 5 driver's license and reliable vehicle. The salary range for this position is between \$18.75 and \$20.25.

To apply, please forward a cover letter and resume in electronic format via email to:

Karen Larsen  
Executive Assistant  
[karen.larsen@famcentre.ca](mailto:karen.larsen@famcentre.ca)

***Applications will be accepted until Feb. 25, 2019***

Please visit [www.famcentre.ca](http://www.famcentre.ca) for more information about Family Centre  
*We thank all applicants, but only those selected for interviews will be contacted.*