



POSITION VACANT

Library and Community Engagement Officer 12 Month Parental leave Position – Sept 2024 – Sept 2025

The Position: Reporting to the Manager Community Services this position supports Council to provide high quality library services through a community development approach to learning, literacy and creative programs to the residents of Croydon Shire and visitors to the community.

Council is open to considering varied employment options during this period including Full/Part Time, Casual or job share arrangements and will provide in house training in Library Software to support the position

If you have a cheerful disposition, positive can-do attitude, excellent customer service and communication skills, good time management and computer skills and don't mind the odd splash of paint, craft glue or participating in activities with the community members of Croydon and beyond, then this job just may be for you.

Duties include but not limited to:

1. Maintain the library software system with the assistance of the IT Officer.
2. Develop and promote library programs, promotional and display activities that optimises the value of the Library's resources to promote lifelong learning needs of the community.
3. Provision of programs to enhance and promote children / youth services and the First 5 Forever program.
4. Assist with cultural development programs, activities and events and community access to the arts.

Skills / Experience Required: To be successful in the role, you will need:

1. A genuine desire to be involved in the delivery of Library based community programs.
2. Experience working in administration and customer service role.
3. High level of verbal and written communication skills and ability to effectively deal with a broad range of customers.
4. Be self-motivated and have proven time management, planning and organisational skills.

This position is subject to a Queensland Working With Children check – Blue Card and Council is required to apply the “No Card No Start” principle to the role.

For further information on Croydon Shire Council and the position description please visit www.croydon.qld.gov.au or phone 07 4748 7100

For further information on the position please contact Councils Business Services Manager, Stephen Frost on 07 4748 7100 or email sfrost@croydon.qld.gov.au

Applications are to include a covering letter, resume and at least 2 references. Applications can be:

Emailed to: Business Services Manager, Croydon Shire Council admin@croydon.qld.gov.au.

Delivered to: *Croydon Shire Council Administration Office, 63 Samwell Street, Croydon Qld 4871*

Applications close Wednesday 21 August 2024 @ 9am

Stephen Frost

Acting Chief Executive Officer

09 August 2024



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Established in 1909 by the Consolidation of the Croydon Divisional Board (Est. 1888) and the Croydon Municipal Council (Est. 1892)