

Summer Reading Club Coordinator

Banff Public Library – Banff, AB

Summer position: May 7 – August 24, 2018

Banff Public Library is looking for an enthusiastic Summer Reading Club Coordinator to join our team and develop and deliver the library's fabulous summer program!

Responsibilities

- Plan and deliver the TD Summer Reading Club 2018 with the SRC Assistant, facilitating weekly programs for children ages 4-12
- Market and promote the Summer Reading Club, including school presentations
- Develop and deliver the presentation of special summer events such as the TD SRC Get Your Summer Read on Day
- Supervise and mentor the Summer Reading Program Assistant
- Assist patrons at the circulation desk, including reference questions, readers' advisory, and tech help with computers and personal devices
- Gather feedback, statistics, and complete a final report and evaluation at the end of the summer

Skills and Experience

- A passion for working with children and promoting literacy
- Experience in preparing and presenting programs for children— music, drama and storytelling background are helpful, as is knowledge of children's literature.
- Ability to work independently and effectively in a team environment
- Strong communication and presentation skills
- Experience supervising and mentoring is an asset
- Ability to assist customers with the use of technology, devices, and information resources (print and electronic)
- The terms of this position are conditional upon Canada Summer Jobs funding including:
 - student status and returning to full-time, post-secondary studies in the fall of 2018
 - legally entitled to work in Canada
 - between the ages of 15-30

Hours of Work: 35 hours per week, including weekend shifts in July and August.

Hourly Rate: \$15.40 / hour

Closing Date: Review of applications will begin March 5, 2018. We will take applications until suitable candidates are found. Please send cover letter / resume by email to mfiedler@banfflibrary.ab.ca

We thank all candidates for their interest but only candidates selected for an interview will be contacted. A Criminal Records Check with a check for Vulnerable Sectors will be required for the successful candidate.

Banff Public Library supports equity employment, offering equal opportunity to all Canadians and encouraging applicants from a diverse range of candidates.