

Job Posting - Summer Programs Coordinator

Drayton Valley Libraries is seeking an enthusiastic, energetic and highly motivated individual to coordinate our TD Summer Reading Club (SRC) programs. The SRC Programs Coordinator will work under the mentorship of the Rotary Children's Library Programmer.

This is a temporary full-time (16-weeks, 35 hours/week) from May 6 to August 23, 2019; applicants must be committed and available to work for the duration of the employment term.

Position Summary:

The SRC Program Coordinator works under the supervision of the Rotary Children's Library Programmer to plan, promote, prepare for and present a variety of activities and crafts for children.

This position requires excellent organizational and communication skills as well as an interest in working with children.

Duties and Responsibilities:

The primary objective for the Program Coordinator is to develop and deliver the Library's Summer Reading Club (SRC) for children and youth. Other duties include any or all the following:

- Plan tracking tools to collect statistical data of programs and participant progress;
- Schedule activities and events for six weeks of SRC activities including craft and story-time events;
- Promote and publicize SRC programs including visits to local businesses for sponsorship;
- Support the development of resource lists of relevant material and program information for youth;
- Deliver an engaging, memorable program experience for SRC participants;
- Provide leadership and direction to volunteers as required;
- Prepare a final report on activities, attendance and outcomes at the end of the Summer Program season.

Qualifications:

This grant-funded position requires that applicants be enrolled for full-time studies in Fall 2019 at a secondary or post-secondary institution. Preferred programs include Library Studies, Elementary or Secondary Education or Early Childhood Development.

Applicants must:

- Be between the ages of 15-30 years old.
- Provide clean Criminal Record and Vulnerable Sector checks as a condition of hire.
- Have a valid driver's license and reliable vehicle for driving to and from outreach activities.

Application Submissions:

Applications must include a resume and covering letter delivered in person or via email to:

Douglas Whistance-Smith
Director, Drayton Valley Libraries
5120- 52nd Street (Civic Centre)
Drayton Valley, AB. T7A 1R7
dwhistancesmith@draytonvalley.ca

Applications will be accepted until 4:00 pm on Friday **March 22nd, 2019**. Only those applicants selected for an interview will be contacted.