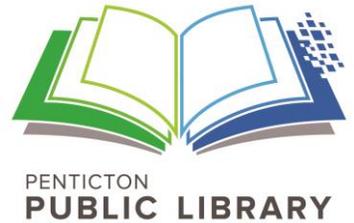


Summer Reading Club Coordinator

Are you looking for a meaningful work experience in your summer job? Do you enjoy working with children? Are you looking for a chance to take the lead?



The Penticton Public Library is looking for an innovative postsecondary student to take the lead as our Summer Reading Club Coordinator.

This is a non-union temporary position and so will not be subject to the Library's collective agreement with CUPE Local 608.

As this position may be subject to granting requirements, candidates must be between the ages of 16 to 30, be legally eligible to work in Canada, have attended a post-secondary institution full-time during the last academic year and intend to return to school in the fall 2019 as a full-time student.

Overview:

The Summer Reading Club Coordinator will deliver the Summer Reading Club program at the Penticton Public Library under direction of the Youth Services Librarian. The theme for this year is *Imagine the Possibilities!* The successful candidate will have the opportunity to plan, promote and present an exciting series of programs to children ages 5 to 12 around this topic. Connecting with other community partners, the SRC Coordinator will have the opportunity to make a valuable impact on children's summer experience by presenting engaging and fun summer programs.

Hours: 30 hours a week Tuesday to Friday, 9:00 a.m. – 5:30 p.m. with possibility of working outside of these hours as program needs arise.

Wage: \$16.50/hour

Term: May 28th to August 23rd, 2019

Responsibilities:

- Work with the SRC Assistant; plan, create, and deliver summer reading club programs following the SRC Theme for 2019 for children ages 5 to 12 during July and August.
- Promote the program with the Youth Services Librarian through school visits, social media, and other advertising.
- Document programs with photos and reflections.
- Solicit feedback from children and their caregivers.
- Provide excellent customer service and follow the Library's policies and procedures.
- Manage groups of over 30 children and their caregivers.
- Additional duties may include onsite and outreach promotions or assisting the Youth Services Librarian & Library Technician.

Qualifications:

- Excellent communication and interpersonal skills.
- Ability to work well independently or as part of a team.
- Comfortable speaking to large groups and with community members of all ages.
- Ability to use social media and software such as Microsoft Office.
- Previous experience working with children is an asset.
- The ideal candidate will be a current Library, Education, or Performing Arts student with an interest in pursuing a career in one of these areas.

The successful candidate will be required to complete a vulnerable sector criminal record check.

The Penticton Public Library is an equal opportunity employer. Please submit a resume and covering letter with the subject "2019-PPL SRC Coordinator" to Julia Cox, Youth Services Librarian at jcox@summer.com by 5:30 pm on **30 March 2019**.