



Summer Reading Program Assistant Coordinator

The Ponoka Jubilee Library Summer Reading Program Assistant Coordinator will help develop and run the library's annual Summer Reading Program. This Program encourages youth to read and maintain or improve reading skills, in a library context. The program will be delivered between July and August.

Specific Duties

- Assist in set up of reading program rules and prepare handouts for participants, parents and schools.
- Publicize the program through the use of posters, social media and the Library's regular publicity channels.
- Promote the program through school presentations at assemblies and in classrooms.
- Prepare and carry out the reading program including weekly story times and activities for school aged children (ages 5-12) based on the program theme.
- Develop specialized library publications - related to the programs and library collections.
- Assist with the organization and presentation of special summer programs and events.
- Complete a final report, including statistics and evaluation, at the end of the summer.
- Solicit local businesses for donations in the form of prizes for kids

Skills and Experience

- Ability to relate to people of all ages.
- Experience in preparing and presenting programs.
- Ability to work independently and effectively in a team environment.
- Strong interpersonal and communication skills.
- Fundraising/soliciting businesses.

Assets

- Graduation/enrolment in a post-secondary program that focuses on working with children
- Experience in the non-profit sector
- Knowledge of children's literature is an asset.
- Experience working with children is an asset.

This position will benefit students pursuing careers in schools, libraries, or childcare professions.

Employment Terms

This is a temporary full-time (30hr/wk) position working under the supervision of the Library Manager for a period of approximately 9 weeks, July 2 – August 31, 2024. This position involves day, evening and weekend shifts. Hourly Rate: \$15.00/hr paid on a bi-weekly basis. The terms of this position are conditional upon funding from "Canada Summer Jobs" initiative. Please be aware grant conditions require that applicants be legally entitled to work in Canada, be Canadian citizens or permanent residents, between the ages of 15-30 years of age and full-time students intending to return to their studies in the next school year. You must be able to provide a clear Vulnerable Sector Check.

Send your resume and cover letter, as attachments, to Deanna Cundliffe, Library Manager at dcundliffe@prl.ab.ca.

We thank all those who apply, but only those chosen for an interview will be contacted.

Closing date: June 2, 2024.