

## Summer Program Coordinator

Stettler Public Library, 6202 – 44 Avenue, Stettler, AB T0C 2L1

The Stettler Public Library is seeking an enthusiastic, creative, and organized **Summer Program Coordinator** for the 2025 summer season (May 5 - August 22). This position offers an exciting opportunity to design and implement an engaging "**Around the World**" themed literacy program, encouraging youth participation in reading and educational activities. The coordinator will work closely with the **Teen Summer Program Coordinator** to deliver dynamic programming tailored for three age groups: **5-7, 8-10, and 11 and up**.

### Position Details:

- Hours: 35 hours per week, primarily Monday to Friday, with occasional evening or Saturday shifts.
- Term: May 5 – August 22, 2025.

### Key Responsibilities

- **Program Development:** Collaborate to design and implement age-appropriate activities, including themed displays, contests, and family events, ensuring adaptability as needed.
- **Community Engagement:** Establish partnerships with local schools and community organizations, conduct outreach visits, and coordinate guest speakers.
- **Promotion:** Design and distribute print and digital promotional materials working with team members and local organizations to enhance program visibility.
- **Administration:** Manage program budget, track attendance, maintain records, compile statistics, and prepare program evaluations.

### Qualifications:

- Proficiency in English and excellent computer skills.
- Experience working with youth and/or knowledge of public library operations is an asset.
- Demonstrated maturity, reliability, creativity, and enthusiasm for youth engagement.
- Background in education, sciences, drama, storytelling, or musical performance is advantageous.
- Previous experience leading children's activities in a group setting is preferred.
- A valid driver's license and access to a vehicle are considered assets.

### Conditions of Employment:

- Successful completion of a criminal record/vulnerable sector check.
- Meeting eligibility requirements of the Young Canada Works program.

**Application Process:** Interested candidates should submit a cover letter and resume by **March 10, 2025**.

- Drop off or mail to: Stettler Public Library 6202-44 Avenue Stettler, AB, T0C 2L1
- Email to: [spl@prl.ab.ca](mailto:spl@prl.ab.ca)

**About Stettler:** Known as the "**Heart of Alberta**," Stettler is a vibrant rural community with a population of approximately 11,360, including the surrounding county. With deep roots in agriculture and the oil and gas industry, Stettler is home to attractions such as **Alberta Prairie Steam Tours**. The **Stettler Public Library**, serving the community since 1928, is located within the **Stettler Recreation Centre**, which features twin ice arenas, a swimming pool, gym facilities, a seniors centre, and meeting rooms.

For more information, visit [Stettler Public Library](#) and [Destination Stettler](#).