

## **Job Title: Summer Programmer**

### **Description:**

The Camrose Public Library is looking for outgoing, energetic Summer Programmers who can bring the library to the people!

### **Job Summary:**

The Camrose Public Library is located in the city of Camrose, Alberta, and serves a population of over ~20,000 people. Our community does not have much in the way of public transit, and our brick-and-mortar location is not accessible to most of the city because of this. In 2015 we introduced our Book Bike, and every summer it has helped us to reach those in our community who cannot reach us. We are celebrating 10 years of the CPL Book Bike this year, and want to make this our biggest summer yet!

Our perfect Summer Programmers will love meeting new people, be passionate about building community connections, and thrive on working collaboratively. A willingness to try new things and the ability to adapt to an ever-changing environment is crucial. This position is all about breaking barriers, delivering joy, and ensuring that everyone has access to books, resources and community.

### **Camrose Alberta:**

Camrose Alberta is a small city of about 20,000 people, and is home to the Augustana Campus of the University of Alberta, Jaywalkers Jamboree (Alberta's oldest outdoor fair), and Big Valley Jamboree, one of the largest country music festivals in North America. It also hosts two live performance theatres, the historic Bailey Theatre and the Jeanne and Peter Lougheed Centre for the Performing Arts. The Stoney Creek Valley runs through the city, and hosts over 10.2 km of urban trails, a disc golf course, and two golf courses.

### **How to Apply:**

Please submit your cover letter and resume as one PDF to [cpl@prl.ab.ca](mailto:cpl@prl.ab.ca) by February 17th 2025, at 5:00pm. The file name for your application should include your name and the term summer programmer. Please use the subject heading "Summer Programmer Application". Letters may be addressed to the hiring committee. If you have questions, please send them to [cpl@prl.ab.ca](mailto:cpl@prl.ab.ca)

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<b>JOB TITLE</b>	Summer Programmer
<b>REPORTS TO</b>	Programmers
<b>JOB PURPOSE</b>	As a seasonal contract position, this position provides programming throughout the summer for the community. You will create and run the summer reading program for all ages, and work closely with the public, community partners, and the programmers at CPL.
<b>ESSENTIAL FUNCTIONS</b>	
1.	<p>Plan the summer reading program</p> <ul style="list-style-type: none"> <li>• Look at the library's plan of service and objectives, and ensure the program supports them</li> <li>• Review suggestions and plans from previous years</li> <li>• Come up with a schedule, specific activities, and connect with partners</li> <li>• Create or procure necessary supplies</li> <li>• Book needed spaces or outreach events</li> <li>• Procure items from the collection in advance of events</li> <li>• Create measurable goals and outcomes to assess program success</li> </ul>
2.	<p>Create and manage the budget for the program</p> <ul style="list-style-type: none"> <li>• Allocate the funds from your budget responsibly</li> <li>• Review any donor agreements, and ensure fund use falls within them</li> <li>• Track spending and report it following CPL procedures</li> </ul>
3.	<p>Promote the program</p> <ul style="list-style-type: none"> <li>• Create content and manage social media platforms</li> <li>• Speak about the program to local schools and community groups</li> <li>• Create and disseminate advertisements for activities</li> </ul>
3.	<p>Run the summer reading program</p> <ul style="list-style-type: none"> <li>• Prepare space, supplies and collection items for each day</li> <li>• Conduct outreach using the Book Bike</li> <li>• Host internal and online events in the library</li> <li>• Collect relevant and required statistics and feedback</li> </ul>
4.	<p>Evaluate the summer reading program success</p> <ul style="list-style-type: none"> <li>• Collect feedback regarding programs</li> <li>• Compare goals and outcomes</li> <li>• Create final report with recommendations for future years</li> </ul>

<b>NOTE</b>	The employer reserves the right to change or assign other duties to this position.
<b>QUALIFICATIONS</b>	
<b>Education</b>	<ul style="list-style-type: none"> <li>• Is a high school, college, or university student</li> <li>• Between the ages of 18-30 at the start of employment.</li> <li>• Must be a Canadian citizen, permanent resident, or person to whom refugee protection has been conferred under the Immigration and Refugee Protection Act (Funding for these positions is tied to grant requirements)</li> <li>• If chosen as successful candidate, must provide a current Police Check and Child Intervention Record Check.</li> </ul>
<b>Other Skills</b>	<ul style="list-style-type: none"> <li>• Ability to ride a bike</li> <li>• Experience running events for the public</li> <li>• Excellent written communication skills</li> <li>• Intermediate technology skills</li> <li>• Must be fluent in English, bilingualism an asset</li> </ul>
<b>Work Conditions</b>	<ul style="list-style-type: none"> <li>• Standard public library environment, includes lifting boxes and library materials, reaching / squatting to place materials on shelves, pushing and pulling book carts and frequent standing, walking, and bending.</li> <li>• Outdoor working environment, able to ride an e-assist bike for long periods of time, ability to carry materials weighing up to 30 pounds.</li> <li>• Community events, both indoors and outdoors, able to stand, sit, or walk for long periods.</li> </ul>
<b>Special Schedule</b>	May require some evenings or weekends
<b>Travel Demands</b>	Driver's license required; personal vehicle required. Will require daily travel.
<b>Job Experience</b>	1 year of related experience, relevant volunteer work will be considered.
<b>Attributes</b>	<ul style="list-style-type: none"> <li>• Ability to organize one's own work and time.</li> <li>• Ability to work independently and with a team.</li> <li>• Ability to problem solve on the fly.</li> </ul>

<b>Values</b>	Friendliness, commitment to public service, flexibility.
<b>Competencies</b>	<ul style="list-style-type: none"> <li>• Responds to job related commitments by meeting deadlines and being reliable</li> <li>• Completes work commitments on time following organizational standards</li> <li>• Delivers quality work with limited errors</li> <li>• Acknowledges errors or mistakes and takes ownership over corrections</li> <li>• Maintains acceptable attendance and understands the importance of confidentiality</li> <li>• Ask questions and looks for answers to issues</li> <li>• Follows organizational structure and direction when responding to situations</li> <li>• Works empathetically and effectively with the public</li> </ul>
<b>STATUS</b>	
<b>Part/Full-Time</b>	Full Time (35 hours a week)
<b>Term</b>	May 5 2025 – August 22 2025
<b>Wage/Salary</b>	\$20 an hour