

Employment Opportunity  
Children's Summer Programmer

Penhold & District Library is currently seeking an outgoing, dependable and organized individual to develop and implement our **Summer Reading Program**. The Summer Reading Program focuses on engaging children in literacy activities that encourage fun in learning as well as, building relationships between family and library. The SRP also becomes **Mobile SRP** to childcare facilities. This position will also develop our **Kidz n' Summer Program**, a weekly 2-hour program with a variety of interesting activities such as cooking, baking, crafts, musical . . . Your inspiration, Your program, Inspire.

Duties will include but are not limited to:

- Plan multiple programs:
  1. Summer Reading Programs, ages ranging from 3 - 12 years
  2. Mobile Summer Reading Program to local childcare facilities
  3. Kidz n' Summer, ages 7 – 12 (activity-based program)
  4. One-On-One Reading, ages 5 - 14
  5. Library visits for Elementary Schools
  
- Organize program supplies
- Promote, plan and implement programs
- Create advertising - posters, social media (video and photos)
- Recognize safety and risk management as pertaining to the program
- Manage the summer program budget, report statistics, and submit program evaluations
- Organizing and cleaning
- Provide leadership and mentoring with community youth
- Perform other duties as assigned
- Able to work under the instruction of Management

Certification:

- Applicants must have completed one year and currently enrolled in full-time post-secondary studies in the fall of 2025
- The successful candidate is required to complete a criminal record check, vulnerable sector check, obtain First Aid/CPR training
- A passion for literacy; ability to engage children in literacy activities that encourage fun while learning
- Experience working with children
- Strong communication and computer skills
- Social media communication skills, including editing photos and videos
- Experience in preparing and presenting programs - music, drama and storytelling
- Ability to work independently and effective as a team player
- Between the ages of 20 – 30
- Start Date: May 3 – August 22
- Wages: \$19.00/hour - 35/40 hours per week

APPLY:

Penhold & District Library  
Attention: Myra Binnendyk, Library Manager  
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403-886-2636