

Job Posting: Summer Reading Program Assistant

Location: Ponoka Jubilee Library, Ponoka, Alberta

Position Type: Seasonal (16 weeks, May 20, 2025 – August 29, 2025)

Application Deadline: May 7th, 2025

About Us:

At Ponoka Jubilee Library we are committed to fostering a love of reading and learning in our community. Our Summer Reading Program aims to engage youth through exciting activities, promote literacy, and create an inclusive environment for all participants.

Position Overview:

We are seeking a passionate and dedicated Summer Reading Program Assistant to support our summer literacy initiatives. This position offers a unique opportunity to work with children and families, promote reading, and gain valuable experience in a dynamic library setting.

Key Responsibilities:

- Assist in the planning and implementation of the summer reading program activities.
- Engage with children and families to promote literacy and encourage participation.
- Organize and lead reading-related events, such as storytime sessions and reading challenges.
- Maintain participant records and track reading progress.
- Collaborate with library staff and volunteers to create a welcoming and inclusive environment.
- Provide feedback and suggestions for program improvements based on participant experiences.

Qualifications:

- Must be between 15 and 30 years old and eligible for the Young Canada Works program.
- Passion for reading and promoting literacy among children and youth.
- Experience working with children in educational or recreational settings is an asset.
- Strong communication and interpersonal skills.
- Ability to work independently and as part of a team.
- Creative and enthusiastic approach to engaging youth.

What We Offer:

- A supportive and collaborative work environment.
- Opportunities for professional development and skill-building.
- A chance to make a positive impact in the community.

How to Apply:

Interested candidates should submit their resume and a cover letter detailing their interest in the position and relevant experience to dcundliffe@prl.ab.ca by May 7th, 2025. Please include "Summer Reading Program Assistant Application" in the subject line.

Join us in inspiring the next generation of readers and making a difference in our community!

Ponoka Jubilee Library is an equal opportunity employer and welcomes applications from all qualified individuals, including those from diverse backgrounds.