



## JOB POSTING

### Temporary Summer Program Coordinator

**60 hours biweekly – 9-week term position**

The Rocky Mountain House Public Library is looking for an outgoing, community-minded individual to join our team and help deliver our annual Summer Reading Club. Under the agreement of the Canada Summer Jobs grant we're looking for candidates between the ages of 16 & 30. If you love to plan programs & events, help people find what they're looking for, and promote life-long learning, this is the position for you!

#### **POSITION SUMMARY**

Under the direction of the Library Manager & Program Coordinators, this position provides library programming services.

#### **RESPONSIBILITIES**

The following duties and responsibilities are normal for this position. These are not to be construed as exclusive or all-inclusive. Other duties may be required and assigned.

#### **Duties**

- Plans, delivers and evaluates programs for children, including liaising with community groups, contacting speakers/ performers, organizing program details. May deliver programs outside the library. Children's programming is largely performance based and may include puppetry, music, and storytelling.
- Promotes the library's collection and services through planning, creating and/or setting up displays, resource lists and other means as appropriate. May conduct outreach activities in the community. This may include setting up a table at the Marketplace on Main and or attending other community events on behalf of the library.
- Provides information and readers' advisory services, using print and electronic sources.
- Setup and teardown of program room; troubleshoots technical equipment.
- May arrange and conduct library tours for the public.

#### **QUALIFICATIONS**

- Youth between the ages of 16 and 30.
- Grade 12 plus some prior experience working in a library environment an asset.
- Familiarity with Dewey Decimal Classification System.
- Proficiency in current computer technology.
- Basic knowledge of literary forms.
- Demonstrated excellence in interpersonal skills with a strong service orientation.
- Strong communication and organization skills.

**Please state whether the above application requirements are met in your resume and/or cover letter.**

Starting hourly rate of pay: \$23.40

Regular Schedule: Monday – Friday 10:00 AM – 4:30 PM from late June – late August

Average of 60 hours bi-weekly plus 4% vacation pay, and 5% general holiday pay, variable hours including some evenings and Saturday shifts.

Direct your cover letter and resume to Ben Worth at [ben.armh@prl.ab.ca](mailto:ben.armh@prl.ab.ca)

Competition closes: Friday, May 24, 2024

**Rocky Mountain House Public Library hires on the basis of merit and is committed to employment equity. We encourage all qualified persons to apply and self-identify.**

This job is funded in large part by the Government of Canada through the Canada Summer Jobs program.

We thank you for your interest in employment with the Rocky Mountain House Public Library, however, only those candidates selected for an interview will be contacted.

Posting Date: April 22, 2024