

Job Posting: Coordinator, Summer Reading Club (SRC) Sundre Municipal Library

Summer Reading Clubs are a nationwide public library initiative designed to help school-age children maintain and strengthen their literacy skills over the summer months. At the Sundre Municipal Library, this program is a cornerstone of our summer activities.

Under the guidance of the Program Coordinator, the successful candidate will be responsible for leading and delivering all Summer Reading Club initiatives and associated programs, including promotion and advertisement of the summer program. This role calls for creativity, strong organizational skills, thoughtful preparation, and the ability to work independently and reliably while planning and running program events.



In addition to program delivery, the coordinator contributes to the overall operations of the library. Tasks may include shelving books, checking materials in and out, preparing displays, assisting with inter-library loans, offering general support to patrons, and other duties assigned by the Library Manager or Library Program Coordinator. This role offers meaningful experience for individuals interested in education, library science, recreation, child development, or event planning.

Qualifications

- Open to applicants aged 15 to 30 years.
- Experience, interest, and enthusiasm for engaging with children
- Ability to plan and deliver creative, interactive activities that promote literacy and engagement.
- Interest in and enthusiasm for libraries, literacy, and community programming
- Strong interpersonal skills and the ability to meet and communicate with the public with confidence

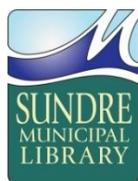
Terms of Employment

- 30 hours per week
- \$16.00 per hour
- 13 weeks commencing Jun 2nd and finishing on August 28rd, 2026 (with some flexibility in dates)

Commitment to Inclusion:

We are committed to an inclusive and accessible workplace where staff feel respected and able to participate fully. Accommodation measures are available throughout recruitment and employment, including flexible work arrangements, access to quiet spaces for cultural, spiritual, or religious practices, and additional supports—such as assistive technology and ergonomic adjustments. Requests for accommodation are welcomed and handled with confidentiality and care.

Submit applications and resumes by email to sundrelibrary@prl.ab.ca by 4 pm, April 24, 2026. Interviews of selected candidates to follow.



Inquiries:

Library Manager: Joy Willihnganz 403 638-4000 jwillihnganz@prl.ab.ca