
Parkland County Libraries is seeking a highly-motivated and creative individual to fill the position of Summer Reading Program Coordinator. As the Summer Reading Program Coordinator, you will create and deliver the TD Summer Reading Program at our four library locations in Duffield, Entwistle, Keephills, and Tomahawk. For more information about who we are visit our website www.pclibraries.ca.

DUTIES AND RESPONSIBILITIES

- Planning and delivering engaging weekly summer reading programs, including storytelling, games, crafts and technology-based projects
- Overseeing the summer reading game and reading incentive program
- Preparing summer reading themed book lists and book displays
- Assisting with the delivery of other special library programs and events
- Gathering feedback and complete a final report and evaluation at the end of the summer
- Other duties as assigned

EMPLOYMENT TERMS

Shifts involve mainly daytime hours Monday-Friday. Some evening and weekend shifts required.

Shifts are held at any of the four Parkland County library locations

Temporary summer employment May-August

35hrs/week

Pay: \$16.00/hr

QUALIFICATIONS

- Library Technician Diploma or related post-secondary education an asset
- Previous experience working with children is an asset
- Excellent organizational skills and interpersonal and communication skills
- A personal interest in reading and literacy
- Must be able to interact and work with children and adults
- Must have a driver's license and a vehicle to travel to various communities within Parkland County

*To meet grant requirements applicants must be attending a post-secondary school & planning to return to full time studies in the fall

*The successful candidate will be required to provide a criminal record check

Email cover letter and resume with references by March 25, 2019 to:

Stephanie Kuhn

Community Services Librarian

communitylib@pclibraries.ca

**Only those selected for an interview will be contacted.*