

West Perth Public Library

Summer Reading Program Coordinator

West Perth Public Library is looking for an energetic, independent, creative, reliable student who enjoys working with children of all ages to plan and deliver programs for our Summer Reading Program for children!

Job Summary

- Plan, organize and lead the children's Summer Reading Program at West Perth Public Library. Registration for 3-5 year olds, 6-8 year olds, and 9-12 year olds;
- Plan and host indoor and outdoor events such as story time and activity-based programs at various community locations, weather and pandemic restrictions permitting;
- Post how-to-make videos on the Library's YouTube channel that caregivers and their children can complete at home;
- Organize activities such as take-home theme-based crafts, as appropriate;
- Prepare an evaluation survey for the end of summer;
- Work within a designated budget;
- Assist library staff in special projects as assigned.

Term of Employment

- June 13 - August 26, 2022; 35-40 hours per week, subject to funding;
- Pay rate: \$17.68/hour.

Qualifications

- Completion of Early Childhood Education/Bachelor of Education courses, or registered at a post-secondary institution in a field of study related to children or children's literature;
- Experience in programming for children;
- Very creative, organized, responsible and energetic with a flexible schedule;
- Strong leadership skills and excellent communication skills;
- Knowledge of children's literature;
- Must be returning to school in fall of 2022;
- Ability to work with minimal supervision;
- Obtain a clear vulnerable sector police check.

How to apply

- *Email:* Email cover letter and resume in PDF format to:
Karen DeHaan, Municipality of West Perth Human Resources Coordinator
kdehaan@westperth.com

OR

- *In person/by mail:*
105 St. Andrew Street, PO Box 100
Mitchell, ON N0K 1N0

Closing date

All applications must be received on or before *Friday, May 13, 2022* at 5pm.