

# Summer Reading Program Coordinator – Full-time, Contract

## **Description**

The Summer Reading Program Coordinator oversees weekly summer activities at West Perth Public Library for children 4-12 years and their caregivers. Activities will include in-person themed programs and story times in the Library and/or outdoors at nearby community locations. The Coordinator will focus on organizing interactive activities, crafts, and reading materials to share with children and their caregivers. A teen volunteer will assist the Coordinator with children's activities.

## **Qualifications:**

West Perth Public Library is seeking candidates with a High School Diploma, with post-secondary courses in ECE, Education, English, Children's literature, or Fine Arts. Previous experience working with children an asset.

## **Responsibilities:**

This position is comprised of the following specific tasks:

- Establish weekly themed activities and readings for school-aged children. Activities will take place at the Mitchell Lions Park, or at the Library in inclement weather. Readings and activities promote 21st century literacy skills throughout the summer break.
- Prepare weekly craft supply list, with budget.
- Prepare weekly, age-appropriate reading materials for 4-6, 7-9, 10-12 year olds.
- Organize and host weekly themed activities and stories that are age-appropriate.
- Consult with library colleagues and the CEO regarding craft and reading needs or issues.
- Issue a program evaluation form to all participants at the end of the ten-week program, and discuss issues and recommendations for next year with Library CEO.

The successful candidate will be required to work a varied schedule of 35 hours a week, which may include evenings and Saturdays.

Offers of employment will be conditional on the successful candidate providing a current, satisfactory criminal reference check with vulnerable sector screening prior to commencing employment.

We thank all applicants for their interest. However, only those considered for an interview will be contacted.

Email cover letter and resume in PDF format to: Karen DeHaan, Human Resources Coordinator, Municipality of West Perth, [kdehaan@westperth.com](mailto:kdehaan@westperth.com)

**Length of assignment:**

2023-06-19 - 2023-08-25

**Hourly wage:**

\$20.36

**DEADLINE DATE: Friday, March 31, 2023, 4pm.**