

# West Perth Public Library Employment Opportunity



## Summer Children's Program Coordinator – Full-time, Contract

### **Description**

The Summer Children's 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, and post-secondary courses in ECE, Education, English, Children's literature, or Fine Arts. Previous experience working with children is an asset. Applicants must be current post-secondary students returning to their studies after the summer.

### **Responsibilities:**

The Summer Children's Program Coordinator organizes and hosts weekly themed activities and readings for school-aged children. Activities will take place at outdoor municipal venues and/or at West Perth Public Library. Readings and activities promote 21st century literacy skills throughout the summer break.

This position is comprised of the following specific tasks:

- Prepare weekly, age-appropriate reading materials and inclusive activities for 4-6, 7-9, 10-12-year-old children. Prepare a weekly supply list within a designated budget;
- Consult with library colleagues and the CEO regarding craft and reading needs;
- Issue a program evaluation form to all participants at the end of the program, and discuss recommendations for next year with the 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.

**Length of assignment:**

2026-06-15 - 2026-08-21

**Hourly wage:**

\$20.69

Interested individuals with these qualifications are encouraged to email a cover letter and resume to Laura Bere, CEO, West Perth Public Library, [lbere@westperthpl.ca](mailto:lbere@westperthpl.ca)

**Deadline to Apply: Friday, March 27, 2026, 4:00pm.**

We thank all applicants who apply, however, only those considered for an interview will be contacted. It is the policy of the Municipality that all persons considered for employment are required to provide the Municipality with a criminal record check by the police force responsible for the jurisdiction of their residence. The Municipality of West Perth is an equal opportunity employer. In accordance with the Accessibility for Ontarians with Disabilities Act, 2005 and the Ontario Human Rights Code, West Perth will provide accommodations to all applicants with disabilities throughout the recruitment, selection and/or assessment process. Personal information contained in applications will be used for recruitment purposes and collected as per the Municipal Freedom of Information and Protection of Privacy Act, R.S.O. 1990, Chapter M.56.