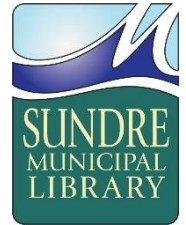


We're Hiring!

Coordinator, Summer Reading Club Sundre Municipal Library



Summer Reading Clubs are found in public libraries across Canada, designed with the goal of maintaining or improving the literacy skills of children over the summer. At the Sundre Municipal Library, this is a very important part of our summer programming.

Job summary:

Under the supervision and direction of the Library Programmer, the person hired for this position will be responsible for developing, planning and leading programs that support literacy and learning for various age groups. The work requires creativity and careful organization. The coordinator will promote Summer Reading Club programs, manage the program budget, report statistics, and submit program evaluations.

Duties also include aspects of library work: such as shelving, check-ins and check-outs, assisting library patrons, and other duties as assigned by the Manager or Programmer.

This position is open to applicants aged 15 to 30.

Qualifications:

- ° Experience with and/or interest in working with children
- ° Enthusiasm for reading, libraries, and literacy.
- ° Ability to meet and communicate with the public with confidence and courtesy
- ° Strong organizational and time management skills; able to work reliably, and independently, taking the initiative to plan and carry out program events
- ° Satisfactory background screening including a vulnerable sector criminal record check

Terms of Employment:

- ° 30 hours per week
- ° \$16.00 per hour
- ° June 3 – August 30, 2019

Applications and resumes may be submitted by April 10, 2019, at the Sundre Municipal Library or by email to sundrelibrary@prl.ab.ca

Interviews of selected candidates will be held in mid April, 2019.

Inquiries:

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Library Manager: Karen Tubb 403-638-4000 ktubb@prl.ab.ca