

Summer Programs Coordinator – Job Posting

Drayton Valley Libraries - Rotary Children's Library



Drayton Valley Libraries is seeking an enthusiastic, energetic and highly motivated individual to coordinate our TD Summer Reading Club (SRC) programs.

This is a temporary full-time grant-funded position (30 hours/week for fifteen weeks) May 14-Aug 25, 2018.

Position Summary:

The SRC Program Coordinator works under the supervision of the Rotary Children's Library Programmer to plan, promote, prepare for and present a variety of activities and crafts for children.

This position requires excellent organizational and communication skills as well as an interest in working with children.

Duties and Responsibilities:

Duties of this position may include any or all of the following:

1. Compile a schedule of events for six weeks of summer activities, crafts and story- time events.
2. Promote and publicize the TD Summer Reading Club programs.
3. Advertise for and train volunteers to help with the program. Visit local businesses and send letters for sponsorship.
4. Devise and produce promotional material and help with management of office duties.
5. Determine and present a budget to Library Manager for entire program.
6. Maintain documentation relating to the program – statistics, consent forms, registration forms. Compile final report. Scrapbook Summer Reading Program pictures.

Qualifications:

Applicants must currently be enrolled in a secondary or post-secondary institution; preferred programs include Library Studies, Elementary or Secondary Education or Early Childhood Development. Applicants must be returning to full-time study in the fall.

Application Submissions:

Applications must include a resume and covering letter delivered in person or via email to:

Douglas Whistance-Smith
Director, Drayton Valley Libraries
5120- 52nd Street (Civic Centre)
Drayton Valley, AB. T7A 1R7
dwhistancesmith@draytonvalley.ca

Applications will be accepted until 4:00 pm on **March 23rd, 2018**. Only those applicants selected for an interview will be contacted.