



Peace River Municipal Library
& Art Gallery

9807 97 Avenue
Peace River, AB T8S 1H6
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Employment Opportunity Summer Reading Club Coordinator

Job Summary

Under the supervision and direction of the Programs Coordinator, the Summer Reading Club Coordinator will be responsible for the following tasks and responsibilities:

- Develop and plan programs and materials for the Summer Reading Club.
- Promote programs for the Summer Reading Club.
- Assist with other summer library programs.
- Deliver interactive programs and indoor/outdoor activities for children between 7 and 12 years old.
- Maintain statistical records and write a final report for the Summer Reading Club.

Qualifications

- Strong organizational skills and familiar with managing multiple projects.
- Excellent oral and written communication skills.
- Enthusiastic, enjoys working with children, and able to work independently.
- Familiar with libraries and library programs for children.
- Background in summer camps will be considered an asset.
- Must be available throughout the entire employment period.
- Must be legally entitled to work in Canada.
- Must be returning to full time classes in September.

Terms of Employment

May 8 – August 27, 2017, 30 hours/week

Wage: \$17.00/hr.

Please submit your cover letter and resume by email to Progams@prmlibrary.ab.ca.
Please include “SRC Coordinator” in the subject line.

The deadline for applications is **5:00pm on April 6, 2017.**

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