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Wainwright Public Library
921-3rd Ave
Wainwright, AB T9W 1C5

Employment Opportunity

Summer Reading Program Co-ordinator

This position involves planning and executing our successful Summer Reading Program for children of all ages. This position is also responsible for greeting and assisting patrons, checking materials in/out, and maintaining the shelves in an orderly fashion. A Criminal Record Check will be required for the successful candidate.

Duties Include:

- Create and deliver age-appropriate Summer Reading Program activities with a focus on reading and literacy.
- Build partnerships with local schools and other community groups and participate in outreach visits and library tours.
- Advertise the program including newspaper ads and interviews, posters and radio interviews.
- Create displays in the children, juvenile and young adult areas of the library.
- Report statistics, submit program evaluations and prepare a final report.
- Manage the Summer Reading Program budget and fundraise if required above budget.
- Provide basic library services such as circulation and reference duties.

Qualifications:

- Current enrollment and the intention of returning to full-time studies for the next academic year in a post-secondary institution is a requirement.
- Ability to work well with children is required.
- Strong interest in reading is required.
- Computer and typing skills are required.
- Commitment and attention to detail is required.
- Criminal Record Check is required.

Please submit resume to:

Jodi Dahlgren, Library Manager
Wainwright Public Library
921-3rd Ave Wainwright, AB T9W 1C5
Fax: 780-842-2340
E-mail: librarian@wainwrightlibrary.ab.ca

Closing Date: March 21, 2014

The terms of this position are conditional upon funding from Canada Student Jobs grant program.