



HINTON MUNICIPAL LIBRARY SUMMER READING CLUB COORDINATOR

May 6 – August 23, 2019

Spread the word and get your Geek on! TD Summer Reading Club is Canada's biggest, bilingual summer reading program for kids of all ages, all interests, and all abilities. We are looking for one enthusiastic Summer Reading Club Coordinator to help develop, present, and promote the Hinton Municipal Library's Summer Reading Club at our library. **This position is made available through 2019 government grant funding and is pending approval of grant application.**

Responsibilities

- Assist with planning and presenting the TD Summer Reading Club 2019 including setting guidelines, creating handouts, booklists and planning weekly story times and activities for children 3-11 years.
- Assist with marketing the Summer Reading Club including presentations at schools, daycares, and playschools.
- Gather feedback and complete a final report and evaluation at the end of the summer.

Skills and Experience

- A passion for literacy, enabling youth to grow through reading, writing and technology.
- Knowledge of social networking tools, as well as databases, software, and tech toys available through the library.
- Experience in preparing and presenting programs – music, drama and storytelling background are helpful, as is knowledge of children's literature.
- Ability to work independently and effectively in a team environment.
- Experience working with children and able to relate to customers of all ages.
- Strong communication and computer skills.
- Fluency in French is an asset.
- The terms of this position are conditional upon 2019 government grant funding requirements including the completion of one year and currently enrolled in full-time studies in the Fall of 2019, that applicants be legally entitled to work in Canada, be Canadian citizens or permanent residents, have a valid driver's license and be between the ages of 16-30.

Hours of Work: 30 hours per week, including day and the occasional evening and weekend shifts.

Hourly Rate: \$15.00 per hour

We will take applications until a suitable candidate are found. Please send cover letter / resume by email to pamstew@hintonlibrary.org and quote Competition #2019-01. We thank all candidates for their interest but only candidates selected for an interview will be contacted. A Criminal Records Check and Child Welfare Check will be required for the successful candidate.