

## **Town of Sylvan Lake Library Board Summer Coordinator Job Description**

The Summer Coordinator facilitates the Library's Summer Programs and Reading Challenges. They will spend the first half of their contract creating the plan for the Library's summer programming and reading challenges, and during the second half, they will implement the plan. This involves teamwork from the coordinators and reaching out to the community to solicit funds, support, and engagement for the program. Lesson planning, marketing and preparation comprise a large portion of the work. The programming will be for all ages, prioritizing those with limited means of transportation. It should focus on promoting multiple types of literacy and preventing the decrease of reading skills for school-age children. This position will help promote the program throughout the community, collaborate with program staff to deliver engaging programming to children throughout July and August and evaluate the program's success.

**Schedule:** Starting May 4, this position is 35 hours per week. This position will include varying schedules, including days, evenings, and weekends.

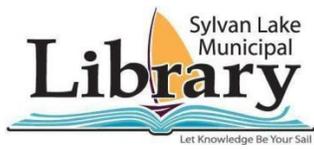
**Compensation:** \$21.94 per hour.

### **Responsibilities:**

- Create a budget for the program
- Create a schedule that is sustainable and meets our accessibility priorities
- Connect with local organizations to solicit support and collaborate for community events
- Create a program plan that expands multiple forms of literacy. This can include games, storytelling, experiments, contests, art, booking performers, authors and other artists for events, and digital literacy activities. The promotion of reading should be a significant component.
- Gather program and attendance statistics and create a year-end report.
- Engage and connect with the public, advocate for the library, encourage community, reading and other forms of literacy
- Creates and distributes promotional materials, Including Facebook, Instagram, and print advertisements.
- Perform circulation tasks to support the library collection's use in programming and readers advisory.
- Works positively and productively with staff, library users, and community stakeholders.

### **Qualifications:**

- Ability to work independently and as part of a team.
- Comfort and skill in speaking to groups and making presentations.
- Fluency in both verbal and written English and French communication



- The ability to read and speak French is a requirement for one position.
- Intermediate technological literacy skills
- Customer service experience; previous public library experience preferred
- Experience working with children ages 0 - 18
- Satisfactory Vulnerable Sector Check from the Police Service
- Valid Alberta driver's license and Driver's Abstract (may be required); ability to satisfy insurance requirements
- Due to grant requirements, applicants must be between 15 and 30 years of age at the beginning of the employment period and be enrolled in school for the upcoming school year.

**Physical Demands & Working Conditions:**

- Lifting and pushing up to 10 kg of library materials
- Ability to squat, kneel, bend, and raise arms above shoulders
- Repetitive hand movement for extended periods of time
- Standing for extended periods of time
- Concentrated sensory attention is required to ensure accuracy
- Works at off-site locations, as required

**Responsible to:** The Library Director, supervised by Programming Staff

**To Apply:** If you are interested in applying for this position, please email a Resume and Cover Letter to [sylvan.library@prl.ab.ca](mailto:sylvan.library@prl.ab.ca) , subject line *Summer Coordinator*.