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Town of Hanna Library Board

## Job Postings - Summer Reading Club Coordinator

Summer Reading Clubs are an initiative of public libraries in Canada to maintain or improve the literacy skills of school-age children over the summer. This is a very important part of our summer programming at Hanna Municipal Library.

**Purpose:** Hanna Municipal Library is seeking an energetic, enthusiastic, and self-motivated individual to lead our TD Summer Reading Club (SRC) programs. The Summer Reading Program Coordinator will lead the library's efforts to provide engaging and educational programs and services for youth ages 0-16. They will also assist in providing library services to the community.

### Position Summary:

The **SRC Program Coordinator** will work with Library staff to plan, promote, present and report on program activities and crafts for children. This position requires excellent organizational and communication skills, as well as an interest in working with children.

### Qualifications:

This grant-funded position requires that applicants be enrolled for full-time secondary or post-secondary studies in Fall 2023. Preferred programs of study include Library Science, Education, Psychology, Arts, Humanities or Early Childhood Development.

### Applicants must:

- Be between the ages of 18-30 years old
- Provide clean Criminal Record and Vulnerable Sector check as a condition of hire

**Position Reports to:** Library Director and/or Assistant Director

**Hours:** up to 30 hours per week; between 9:00AM -8:00PM, Monday-Saturday, dependent on grant funding and programming calendar

**Key Responsibilities:**

- Leads the planning and promotion of summer programs and activities for youth ages 0-16, including but not limited to:
  - Organize and maintain outdoor programs (ex. Story Walk)
  - Preparing take-home program packages
  - Registering and tracking participants in the Summer Reading Club
  - Online program creation and promotion
- Facilitates summer programs and activities for youth both in the library and through outreach at local parks and public spaces.
- Oversees and delegates tasks to Summer Reading Assistant(s).
- Records and organizes all programming statistics and reports them to the Library Director.
- Responds to reference and general enquiries.
- Reads shelves for accuracy and re-shelves misplaced items.
- Maintains appearance of work and public areas.
- Maintains public bulletin boards and displays.
- Fosters and maintains positive working relationships with supervisors, library staff, library volunteers, the public, and external organizations.
- Ensure that all public health requirements and sanitizing is completed before and after each program.
- Carries out other library duties including shelving, shelf-reading, general shelf maintenance, public service, circulation of library materials, and/or assistance with library equipment as directed by the Director or Interlibrary Loans Clerk

**Additional Qualifications:**

- Ability to lift 35 pounds (occasionally)
- Ability to communicate with the public with confidence and courtesy
- Enthusiasm for reading, libraries and literacy
- Experience in library services an asset
- Knowledge of computers and software and experience working with digital media
- Prior experience in youth programming preferred
- Valid driver's license and reliable vehicle may be an asset
- Willingness to learn

**Application Submissions:**

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

**Jenn Steinbrecker**, Acting Director  
Hanna Municipal Library  
202-1<sup>st</sup> St W  
Hanna, AB T0J 1P0  
[info@hannalibrary.ca](mailto:info@hannalibrary.ca)

Applications will be accepted until **11:59 pm on Sunday, April 2nd, 2023**. *Only those candidates selected for an interview will be contacted.*

***This position is subject to funding.***