



## Summer Program Coordinator



Position Duration: **June 14<sup>th</sup> – August 20<sup>th</sup>, 2021 (10 Weeks Approx.)**  
Wage: **\$16/hr @ 35hrs per week**

Fort St. John Public Library is looking for a Temporary Full-Time Summer Program Coordinator to assist senior Library staff in creating, coordinating, implementing and promoting the blended in-person/virtual **Summer Reading Program** for children.

✓ (Ratio of in-person to virtual programming will vary, and will be in accordance with British Columbia's evolving COVID-19 health and safety standards.)

### DUTIES AND RESPONSIBILITIES:

- ✓ Responsible for promoting the Library's objectives and mission as outlined in the policy; uphold the CLA Statement on Intellectual Freedom; and provide a superior level of service to program participants.
- ✓ Alongside teammate(s), responsible for the coordination, development and delivery of the Summer Reading Program, recreation programming and STEAM related activities under the direction of the Children's Services & Program Coordinator.
- ✓ Participate in the development of digital/online content, including appearing in videos and promotional images.
- ✓ Adhere to program budget as assigned.
- ✓ Record program participation statistics, as well as anecdotal evidence of impact from attendees and their parents/guardians.
- ✓ Perform physical supervision of children; requires lifting children, equipment and/or supplies up to 40 pounds, getting down to child level, and sitting on the floor. Requires constant visual and auditory monitoring of children during drop-off programs.
- ✓ Lead and assist in physical activities, games, transportation on foot and by bus. Requires moving around with children at their pace, being actively involved with them.
- ✓ Follow health and safety procedures at all times.
- ✓ Responsible for working in a spirit of teamwork, mutual help and consideration.
- ✓ Performs other related duties as assigned by Children's Services & Program Coordinator.

### SUPERVISION:

- ✓ Directly responsible to the **Children's Services & Program Coordinator**.



**JOB STANDARDS AND REQUIREMENTS:**

- ✓ **Education:** As this is a youth employment initiative which is funded through grants, applicants must be *30 years of age or younger*; must have attended college or university full-time in the preceding academic year and intend to return to school full-time during the forthcoming academic year.
- ✓ **Experience:** 1+ year of experience working with children in a related capacity preferably; or alternatively, completion of coursework towards a career in education or other child-related fields.
- ✓ **Skills:** Superior interpersonal, communication and customer service skills. Knowledgeable of Microsoft Office software including Word, Excel, Publisher. Knowledgeable of Google Docs and Gmail. Completion of a first aid certificate specific to children is an asset.

**COMPETENCIES:**

- ✓ **Adaptability & Flexibility** Adapts to changing business needs, conditions, and work responsibilities
- ✓ **Communication** Applies a range of methods to effectively transfer thoughts and ideas
- ✓ **Core Technology** Maintains awareness of commonly used technologies and applies technology effectively
- ✓ **Creativity** Applies a range of methods to generate new and unique ideas
- ✓ **Customer Focus & Service to Others** Works to efficiently meet the needs of library users
- ✓ **Initiative** Seeks ways of improving performance to meet organizational goals
- ✓ **Problem Solving** Works to solve problems efficiently and responsibly
- ✓ **Responsibility** Works to efficiently complete tasks in a timely and directed manner
- ✓ **Teamwork** Works collaboratively with others to achieve group goals and objectives
- ✓ **Working with Children** Applies a range of methods to safely and appropriately interact with and supervise children

**Equipment:** PC, cross-platform wireless devices, photocopiers, printers, and other standard office equipment.

Please email cover letter and resume to: [programs@fsjpl.ca](mailto:programs@fsjpl.ca)

**Application Closing Date: Tuesday, May 18<sup>th</sup> 2021 @ 11:59pm**

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**We welcome all applicants, however only those selected for interviews will be contacted.**