

## Summer Program Coordinator

*Temporary Term June 3<sup>rd</sup> – August 23<sup>rd</sup>, 2019*

*Closing date: May 10<sup>th</sup>, 2019*

*Wage dependent on program funding*

### PRIMARY FUNCTION:

Create, coordinate, implement and promote the summer reading program for children.

### DUTIES AND RESPONSIBILITIES:

1. 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.
2. 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.
3. Promotion of the summer reading program to area schools in June.
4. Adhere to program budget as assigned.
5. Record program attendance statistics, as well as anecdotal evidence of impact from attendees and their parents/guardians.
6. Perform physical supervision of children, lifting of 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.
7. 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.
8. Follow health and safety procedures at all times.
9. Responsible for working in a spirit of teamwork, mutual help and consideration.
10. 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)**