

# *Friends Of The Cranbrook Public Library*



## **Summer Job 2021**

### **Summer Reading Club Coordinator & Library Assistant**

The Friends of the Cranbrook Public Library are currently accepting applications for a Summer Reading Club Coordinator, who will plan, promote, and deliver the Library's annual Summer Reading Club. Applicants must be between the ages of 15 and 30 years old.

#### **Duties**

- Assist with organizing, promoting, and facilitating virtual and in-person (if provincial guidelines allow) Summer Reading programs and related activities for children and teens
- Deliver programs outdoors, at the Cranbrook Public Library, and at community centres
- Promote Summer Reading Club activities through various initiatives including social media
- Plan and implement activities including stories, games, crafts and literacy activities, often using technology
- Prepare kits for program attendees

#### **Skills**

- Demonstrate creativity in programming, and implementing children's activities for the summer program
- Innovative and confident in running virtual programs
- Work enthusiastically and effectively with children and teens of all ages
- Exhibit excellent interpersonal and communication skills
- Utilize strong organizational and time management skills and ability to multi-task
- Work well within a team environment
- Work at a variety of locations
- Exhibit strong leadership skills
- Demonstrate significant experience leading children's activities
- Ability to work independently and as a team member
- Competent oral and written communication skills
- Strong organizational skills
- Experience in public speaking preferred
- Ability to work effectively in an office environment, individually and as a team member

## **COVID-19 precautions**

- Provincial guidelines as well as the Cranbrook Public Library's Safety Plan must be adhered to at all times
- The successful applicant must be comfortable with daily health assessments, wearing personal protective equipment, maintain social distancing, and assisting in sanitizing and disinfecting work spaces.

## **Salary**

- \$16.50 per hour

## **Hours**

- 35 hours per week
- Includes evening and weekend shifts

## **Term**

- 16 weeks between May 14 and August 28, 2021.

Interested applicants may submit a resume and cover letter by Friday, June 11<sup>th</sup> 2021 to Mike Selby, Programs and Community Development Librarian, by dropping it off at the Welcome Desk at the Cranbrook Public Library, or by emailing it to [mselectby@cranbrookpubliclibrary.ca](mailto:mselectby@cranbrookpubliclibrary.ca)

The Friends of the Cranbrook Public Library is an equal opportunity employer and welcomes all applications. However, only applicants under consideration for an interview will be contacted.