

EMPLOYMENT OPPORTUNITY

The Peace River Municipal Library & Art Gallery is seeking a seasonal (May-Aug, 30 hours/week) **Summer Reading Club Coordinator**. Reporting to the Programs Coordinator, this role is responsible for development, promotion and facilitation of the Summer Reading Club and our new Summer Reading Club Leadership Initiative. The successful candidate will be working with children ages 4-16. Independent work as well as team collaboration is required. This role is suited to those who enjoy children, are adaptable, creative, and organized. If you enjoy fast-paced, upbeat work, and want to make a difference, please apply.

Preference will be given to candidates who possess:

- Post-secondary experience studying education, early childhood development, social work, and/or arts.
- Experience working with children and/or youth.
- Experience in program development/planning is an asset.
- Ability to maintain a professional outlook and persona.
- Ability to promote library events and activities.
- Experience being active within the community and/or as a volunteer.
- Excellent communication skills with the ability to communicate effectively in verbal and written form in English.
- Strong time management, organizational and problem solving skills with the ability to conscientiously meet deadlines.
- Strong interpersonal skills.
- Proficient with current technologies, including social media and Microsoft Office programs.
- Supervisory experience with skills in directing, coaching, training, and delegating.
- Experience working in arts, crafts, and science projects.
- Valid driver's license with access to a reliable vehicle.
- Cell phone.

Successful candidates will be required to:

- Provide a Criminal Record Check and vulnerable sector search deemed satisfactory by the RCMP.
- Provide a clear Intervention Check from Alberta Child and Family Services.
- Provide at least two work references and one personal reference.

The Library appreciates the interest of applicants; only those who are shortlisted for an interview will be contacted.

Interested applicants are invited to submit a detailed resume and cover letter by **Sunday, April 14th, 2019** referencing **Summer Reading Club Coordinator** to:

Channing Stenhouse
Peace River Municipal Library
9807 97 Avenue, Peace River, Alberta T8S 1H6
Email: director@prmlibrary.ab.ca
Phone: 780-624-4076 ext. 225

The Peace River Municipal Library seeks to fully integrate the principles of Employment Equity and will ensure the full participation and advancement of members of historically disadvantaged groups (i.e., members of visible minorities, persons with disabilities, women, and aboriginal peoples). The Peace River Municipal Library ensures that its hiring process is fair and equitable for all persons.