

## **Job Title – Summer Program Coordinator Position 2023**

<b>TEN week position:</b>	<b>– June 19<sup>th</sup> – August 25<sup>th</sup> 2023</b>
<b>HOURS:</b>	<b>- 30 hours per week Monday-Friday</b>
<b>PREPARATION:</b>	<b>- Two weeks to prepare</b>
<b>Actual Programs:</b>	<b>- 8 weeks</b>

It is expected that most, if not all of our programming will be **in-person** this year. This will be re-evaluated on a continuous basis.

### **Job Description -**

- To plan and implement summer programs for children ages 4-12, including storytelling and related activities (crafts, music, drama, etc.), a Book Club, math-literacy tutoring (if possible) and/or other activities/events – these programs will be developed with the assistance of library staff in the first two weeks
- To schedule these programs in *the* Colborne and Castleton Branches during library hours, or Virtually through Zoom (or other software databases) if necessary
- To help promote these programs with staff
- To determine supplies needed for programs and to obtain these supplies – particularly for crafts – a budget will be provided
- To meet/communicate weekly with library staff, to plan future events and to evaluate past events
- To supervise any volunteer students who may wish to assist you
- To record children's activities and the numbers who attend events
- To complete attendance statistics at the end of summer programming in late August
- To determine additional responsibilities, in consultation with library staff, that may arise in order to successfully carry out above duties

### **Qualifications/Education:**

University or post-primary college student who will be returning to university/college or other post-secondary education in the fall or who has graduated university/college in 2022-23

Experience dealing with children through summer camps, or tutoring, or children's programs would be an asset

Good organizational, communication and teamwork skills

IT skills would be an asset

Math/Reading teaching skills to primary Grade 8 level would be desirable (again if the skill set allows) as we have had one-on-one tutoring program (virtual in 2020 & 2021) during the months of July/August for many years now -

Excellent "People & communication" skills

Ability to attend 4 days a week at Colborne Library and 1 day a week at Castleton library

Vulnerable People check (this is asked for every position) and will be paid for by the library