

## **Job Title – Summer Program Coordinator Position 2025**

<b>TEN week position:</b>	<b>– June 16<sup>th</sup> – August 22<sup>th</sup> 2025</b>
<b>HOURS:</b>	<b>- 30 hours per week Monday-Friday – for TEN weeks</b>
<b>PREPARATION:</b>	<b>- Two weeks to prepare</b>
<b>Actual Programs:</b>	<b>- Eight weeks programming</b>

### **Job Description -**

- To design, 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 and/or other activities/events – these programs will be developed with the assistance of library staff in the first two weeks. However we do require one teen night (13 and upwards) program a week as well.
- 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 order/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
- 30 hours a week, but hours will vary depending on the day of the week (no weekends)
- Other duties as assigned

### **Qualifications/Education:**

- University or college student who will be commencing or returning to university/college or other post-secondary education in the fall, or who has just graduated university/college in 2025.
- Experience dealing with children through summer camps, or tutoring, or children's programs would be an asset
- Good organizational, communication and teamwork skills / sense of humour
- IT skills required, expected to learn how to use our educational database to assist with math & literacy for kids
- Math/literacy teaching experience – Grade1-8 level would be desirable, as we have a one-on-one math-literacy tutoring programs during the summer
- Ability to attend 4 days a week at Colborne Library and 1 day a week at Castleton library