

Employment Opportunity

Summer Reading Program Leader

Job Title: Summer Reading Program Leader

Core Functions:

Working as part of a team, this person is responsible for planning, delivering and reporting on the TD Summer Reading Program. The team will provide literacy-based activities for children ages 5 – 11 in a fun and safe environment.

Details of Functions:

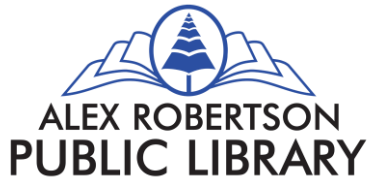
1. Promoting the program and registering participants.
2. Planning and executing activities for the Summer Reading Program, with an emphasis on literacy.
3. Selecting and ordering appropriate books and resources.
4. Arranging for guest presenters for the program.
5. Planning and directing crafts, and planning and preparing healthy snacks.
6. Planning and directing outdoor and physical activities.
7. Supervising the children to ensure safe delivery of the program.
8. Shopping for supplies, keeping track of expenses and submitting regular reports.
9. Other duties as may be assigned from time to time by the Circulation Supervisor.

Mandatory Qualifications:

- Completion of Grade 12 education; must be returning to school in the fall.

Desirable Qualifications:

- Experience in working with children.
- Good computer skills.



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Knowledge and Abilities:

- Good oral and written communication skills.
- Ability to work with adults and children is essential.
- Must have demonstrated ability to exercise reasonable judgment and discretion.
- Must be able to establish work priorities with assigned responsibilities.
- Must be able to work independently.

Relationships:

- Works closely with another Summer Reading Program Leader to ensure efficient and effective library reading program delivery.

Accountability:

- Reports directly to the Supervisor of Patron Services.

Job Details:

- 8 weeks, 35 hours per week (3 hours a day working with the children on weekdays)
- Criminal Record Check, including the vulnerable sector check, must be completed before starting the job

Salary: \$15.00 per hour, 35 hours per week for the term June 24, 2018 to August 16, 2019.

Deadline for Applications: May 26, 2019

For more information, please contact Sean at 306-425-2160, or visit the Library.

Applications may be sent to libadmin.nlr@pnls.lib.sk.ca or dropped off at the Alex Robertson Public Library 1212 Hildebrand Drive, La Ronge, SK, S0J 1L0