



JOB POSTING – March 12, 2024

Summer Reading Club (SRC) Coordinator: May-August

Job Description: The SRC Coordinator is responsible for planning, promoting, and facilitating the Library's annual Summer Reading Club. This position will: deliver SRC presentations to local schools; advocate for the Library and SRC in the community; create and distribute promotional materials for social media, online and in-house; collaborate with the SRC Assistant and/or other program staff to deliver engaging programming to children from July to August; and evaluate the success of the program.

Education and Experience Required:

- Education Degree or Early Childhood Development Diploma
 - Equivalent combinations of education and/or experience in programming/customer service may also be considered
- One to two years of customer service experience is required
 - Demonstrated customer service skill set (communication, issue resolution, relationship development)
- Previous work experience in a library would be considered a strong asset

Other Requirements:

- Applicants must have the ability to meet the requirements of the grant funding body, including:
 - be a Canadian citizen or a permanent resident, or have refugee status in Canada;
 - be between 16 and 30 years of age inclusively at the start of employment;
 - and are a high school, college, CEGEP or university student in the semester preceding the YCW work assignment and intend to return to studies during or after the YCW work assignment.
- Intermediate level of technological literacy skills
 - Confident using a PC and experience navigating a digital file system (ie: Windows Explorer, Teams)
 - Hands on experience using MS Office (Word, Excel, Outlook) and Internet browsers
 - Familiarity with a variety of office equipment (photocopier, printer, scanner)
 - Demonstrated ability to support others with technology-related challenges
 - Experience with library-specific software and/or digital resources would be considered a strong asset
 - Experience using social media in a promotional capacity would be considered a strong asset
- Fluency in both verbal and written English Fluency in languages other than English is an asset
- Satisfactory Vulnerable Sector Check from the Police Service
- Valid Alberta driver's license (may be required); ability to satisfy insurance requirements



Physical Demands & Working Conditions:

- Lifting and pushing up to 10 kg of library materials
- Shift work required
- Ability to squat, kneel, bend, raise arms above shoulders, read small print
- Repetitive hand movement for extended periods of time
- Standing for extended periods of time

Schedule: This is a full-time position with 35 hours per week, May through August. If a high school student is hired, the full time requirement for May and June will be flexible.

Start date: May 6, 2024

End date: August 23, 2024

Compensation: \$16.93 per hour

To Apply: Please apply via email to DML Manager at mfooster@prl.ab.ca and make sure to include your resume and a cover letter telling us why you would be a great fit for this position at Didsbury Municipal Library.

Closing Date: This posting will close at 5pm on **Friday April 26 2024.**

The Didsbury Municipal Library is strongly committed to diversity within its community and especially welcomes applications from racialized persons / persons of colour, Indigenous Peoples of North America, persons with disabilities, LGBTQ2S+ persons, and others who may contribute to the further diversification of ideas.

The Didsbury Municipal Library is an equal opportunity employer. As such, we strive to make our recruitment, assessment and selection processes as accessible as possible and provide accommodations as required for applicants with disabilities. If you require any accommodations at any point during the application and hiring process, please contact mfooster@prl.ab.ca