



JOB POSTING

Job Title

Part Time Summer Program Assistant Coordinator (1 position available, 20 hrs / week)

Duration:

June 17 – August 15

Wage:

To be determined

Location:

Wainfleet Township Public Library

Send Resumes to:

latkinson@wainfleetlibrary.ca

Reporting Duties:

Reports to Library CEO/Library Programmer

Job Purpose:

Assist in organizing, developing and facilitating the Summer Camp @Your Library program for kids 4-13.

Primary Responsibilities:

- Develop and implement program plan for a 6-week Summer Camp program
- Decorate programming room according to themes
- Facilitate lesson plans, crafts and activities while showcasing books and library resources
- Determine resources required to achieve programming goals
- Set up, take down and clean up programming space on a daily basis
- Attend special promotional events
- Plan and execute end of summer party
- Maintain accurate attendance and statistical data
- Photograph daily activities to be used in end of program report
- Prepare daily snacks paying close attention to participant's allergies
- Supervise open play at the FITastic Drop in Playtime program
- Assist the Library Programmer as needed

Interaction with Patrons and Public:

- Good library ambassadors
- Proper business casual attire

Knowledge and Skills Required

- **All applicants MUST be between the ages of 17 to 30 and enrolled in College / University full-time in September 2022.** (preference given to those studying for Librarianship, Early Childhood Education, Teaching, etc.)
- Excellent computer skills with a proficiency in presentation software
- Excellent interpersonal skills with ability to work with small children
- Strong organizational / time management skills

How to Apply

Email cover letter and resume to latkinson@wainfleetlibrary.ca or drop off in person at the library.

Attention: Lorrie Atkinson, CEO/Chief Librarian
Wainfleet Township Public Library
31909 Park Street, P.O. Box 118
Wainfleet, ON L0S 1V0

Please indicate which position you are applying for in your email subject line / cover letter.
Applications must be received by Friday, May 13 at 5:00 p.m.