



TEMPORARY SUMMER POSITION SUMMER READING CLUB COORDINATOR

Applications are hereby invited for a temporary full-time Summer Reading Club Coordinator in our Williams Lake Library Branch. This is a fourteen-week position, commencing May 23, 2017. The position will be responsible for the delivery of the “Summer Reading Club” to the local/area community. Main duties include:

- Preparing thematic story units which engage children in reading activities;
- Leading and supervising children in story theme units, with related games and crafts;
- Arranging visits to local elementary schools to encourage participation;
- Organizing/scheduling programme sessions and registration of participants;
- Providing a final report evaluating the success of the Summer Reading Club and related activities.

Preferred qualifications include experience in leading and supervising groups of children in a variety of activities, and knowledge of children’s books. To satisfy funding grant requirements, potential candidates must be between the ages of 15 and 30, have been registered as a full-time student during the preceding academic year and be returning to school on a full-time basis during the next academic year, be a student in a secondary, post-secondary, vocational or technical program, be a Canadian citizen or permanent resident and be legally entitled to work in British Columbia.

This is a temporary full time Union position and is covered by the terms and conditions of employment as set out in the collective agreement between the Cariboo Regional District and the BC Government and Service Employees Union. The rate of pay for this position is established at \$15.00 per hour. In addition to the noted hourly rate you will also receive 6% vacation pay, 4.6% statutory holiday pay, and an additional \$1.25 per hour in lieu of benefits. A standard probationary period will apply.

Applications will be treated as confidential and should be in the form of a resume and cover letter detailing the preferred site location as well as experience and qualifications relative to the position. Applicants should submit their resumes to the undersigned no later than 1:00 pm May 12, 2017.

We wish to thank all candidates for their interest; however, only those selected for interviews will be contacted.

Bernice Crowe, Human Resources Advisor
Cariboo Regional District
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CARIBOO REGIONAL DISTRICT

JOB DESCRIPTION

Group: Working Title: Summer Reading Club Coordinator
Dept.: Library Classification Title:
Date: Grid Level:

PRIMARY FUNCTION: Responsible for preparing, promoting, organizing and delivering the Library's annual Summer Reading Club as offered at the Area Libraries.

JOB DUTIES AND TASKS:

1. Prepare story units and activities for children based on the programme theme
 - a. Use programme manual, reading lists and materials provided by the BC Library Association.
 - b. Identify books and other media in the Area Branch children's collections that are relevant to the program theme
 - c. Develop three series of weekly programs to meet the abilities and interests of children in the following age groups: 3 to 5, 6 to 8 and 9 to 12. Weekly programmes to be delivered during the months of July and August and may include, in addition to the story/reading component, related crafts, games and outdoor activities.
 - d. Establish a budget for programme materials and advance order/purchase if possible.
2. Promote the Summer Reading Club to the local community.
 - a. As per established policy, prepare news releases to be distributed to the local media.
 - b. Visit schools to promote the programme in classes and school assemblies.
 - c. May plan and supervise a float for the annual summer parade.
 - d. Place Summer Reading Club posters/information in branch libraries and on community bulletin boards.
 - e. May liaise with local groups supporting literacy and children's programmes.
3. Lead and supervise children in groups in activities which include reading and book related games and crafts.
 - a) Organize scheduling of the program series and registration of participants.
 - b) Provide all sessions as organized and scheduled for each week.
 - c) May work with teen volunteers and direct their activities in assisting some aspects of the programmes.
 - d) May provide programme sessions in outlying smaller community branches.
 - e) May assist in preparing craft 'hand-outs' for other library programmes.
4. Evaluate success of the Summer Reading Club as delivered at the Area Branch and provide a final report on programme activities and participation.

SUPERVISION RECEIVED: Branch Assistant

SUPERVISION / DIRECTION EXERCISED: Daily supervision and participation in the

programme sessions as needed.

PHYSICAL ASSETS / INFORMATION MANAGEMENT: Operates various office equipment such as computer and photocopier; monitors the library programme room.

FINANCIAL RESOURCES: Identifies required expenditures for program supplies.

The above statement reflects the general details considered necessary to describe and evaluate the principal functions of the job identified, and shall not be construed as a detailed description of all the work requirements that may be inherent in the job.