



Summer Program Coordinator

The Stratford Public Library seeks a dynamic, creative and responsible post-secondary student to lead the annual children's TD Summer Reading Program. Working closely with and reporting directly to the Children's Program Coordinator, the incumbent plans and implements a variety of programs for children, youth and families. Programs may be delivered at the Library or at various locations out in the community.

Duties & Responsibilities

1. Plans and execute programs for children, youth, and families, including, but not limited to, a summer reading program for school age children.
2. Researches ideas for programs, establish themes, and organizes support materials.
3. Designs a performance measurement tool for evaluating the summer programs.
4. Evaluates completed programs and prepare reports as directed.
5. Prepares and delivers publicity related to the program
6. Prepares and follows a specific summer program budget.
7. Performs other duties as assigned.

Qualifications

The successful applicant will:

- Have completed at least one year of an Early Childhood Education / Bachelor of Education degree or diploma and / or have comparable skills or experience;
- Must plan to return to school in the fall
- Be fluent in the English language
- Demonstrate excellent communication skills
- Demonstrate leadership skills
- Possess excellent and demonstrable organizational skills
- Be experienced and comfortable working with people
- Be competent with technology and some application software (e-mail, word processing, spread sheets)
- Be able to work effectively and efficiently with minimal supervision
- Obtain a clear vulnerable sector police check
- Have a valid G driver's license and a clean driving record.



Additional assets for any candidate include:

- Previous programming experience with the groups mentioned above;
- Be comfortable reading and speaking in the French language
- Knowledge of children's literature

Candidates must:

1. Be a Canadian citizen or permanent resident, or have refugee status in Canada
2. Be legally entitled to work in Canada
3. Be between 16 and 30 years of age at the beginning of this contract
4. Meet the specific requirements of the successful grant (details to be shared during interviews, as grant approvals are pending)
5. Be registered as a student candidate with Young Canada Works, Canadian Heritage division: young-canada-works.canada.ca ("Sign Up").

Terms of Employment

Contract date: May 22 to August 24, 2018 (14 weeks)

Hours of Work: 35 hours per week, including evening and weekend shifts

Rate of pay: \$16.47 + 4% vacation pay.

Application Information

Application should consist of a resume and cover letter

Deadline for applications is **midnight, Sunday, April 15, 2018.**

Interviews will take place **in person** Tuesday, May 1 to Monday, May 7, 2018.

Apply by e-mail to:

Trish MacGregor
PLOW & Children's Program Coordinator
Stratford Public Library.

Please use the e-mail subject line, "SPL TD Summer Reading Club", and the e-mail address, summerjob@pcin.on.ca.



No phone calls, please. A confirmation e-mail will be sent to indicate the application's safe arrival. Only those candidates selected for interviews will be contacted.

The Stratford Public Library is pleased to accommodate individual needs in accordance with the Accessibility of Ontarians with Disabilities Act, 2005 (AODA), during hiring. If accommodations are required at any time during recruitment, contact Wendy Hicks, whicks@stratford.ca