

## **JOB POSTING: SUMMER READING CLUB COORDINATOR (TWO POSITIONS)**

The Bibliothèque de Beaumont Library is seeking two outgoing, energetic and flexible staff members to join our team for the summer.

### **Is this you?**

- Excited about working with children and teens,
- Full of creative ideas,
- Work well as part of a team,
- Willing to try new things,
- Between the ages of 18-30

You might be one of our 2024 Summer Reading Club Coordinators!

### **What we're looking for:**

The Beaumont Library connects Beaumontonians to ideas, experiences, and one another. The Summer Reading Club Coordinators make that a reality by working as part of a team to design and deliver innovative reading fun for children and teens, and mentor youth volunteers. Our Summer Reading Club Coordinators will work closely with each other and with our programming staff throughout the summer, while also connecting with volunteers, local organizations and the broader community.

### **Responsibilities:**

- Planning and facilitating seven-week summer reading programming for children and teens
- Organizing and mentoring teen volunteers for the Reading Buddies program
- Coordinating the TD Summer Reading Game
- Participating in outreach activities in the City's parks and at the Farmer's Market
- Supporting an adult summer reading game
- Monitoring attendance and engagement at all programs
- Implementing an assessment strategy for the summer's activities
- Write a final report

### **Job Requirements:**

- Has completed at least one year of post-secondary education
- Is between the ages of 18 and 30 at the start of employment
- Has experience and comfort with all ages
- Working effectively & cooperatively in a team environment
- Able to accept feedback
- Intermediate computing skills
- Be able to supply a satisfactory vulnerable sector and criminal record check prior to start.
- French-language skills are an asset

### **Physical Requirements:**

- Able to ride a bike for long periods (you will be riding the library's cargo e-bike to and from programming throughout the community. eBike training will be provided.)
- Able to carry materials weighing up to 30 pounds
- Able to sit, stand or walk for long periods

- This is a physical demanding job and stamina will be important

**Employment Terms:**

This is a temporary 9-week full-time position, requiring evening and weekend availability. You must be able to work on Canada Day (July 1, 2024).

**Hours:** 35 hours/week, evening and weekend shifts required

**Salary:** \$19.00/hr

**Start Date:** Wednesday June 19, 2024

**End Date:** Tuesday August 20, 2024

**Please submit your cover letter and resume by email to:** [michelle@beaumontlibrary.com](mailto:michelle@beaumontlibrary.com)

**Closing date: Sunday April 14, 2024 at midnight MST**