



## Perth East Public Library

### Summer Program Coordinator (Contract)

Perth East Public Library is seeking applications for a Summer Program Coordinator. This is a contract position with varying hours, including days, evenings and weekends.

This exciting opportunity will appeal to a motivated, creative individual who is committed to working in a dynamic atmosphere. The position reports to the Library CEO. The successful candidate will be responsible for coordinating, leading and delivering the Summer Reading Program for school-aged children. Programs will be delivered virtually.

#### Duties and Responsibilities

- Plan and execute programs for children, youth and families including a summer reading program for school-aged children;
- Research ideas for programs, establish themes and organize support materials;
- Identify, contact, and partner with community organizations;
- Evaluate completed programs and prepare reports as directed;
- Prepare and deliver publicity related to the program;
- Prepare and follow a specific summer program budget;
- Perform other duties as assigned.

#### Qualifications

The successful applicant will:

- Possess experience planning programs for all ages;
- Demonstrate strong interpersonal communication skills;
- Possess excellent organizational and time management skills;
- Be experienced and comfortable working with people of all ages and backgrounds;
- Be competent with technology and some application software i.e. email, word processing, spreadsheets;
- Be experienced in working with online platforms i.e. Zoom, YouTube
- Be able to work effectively and efficiently with minimal supervision;
- Obtain a clear vulnerable sector police check;
- Have a valid G driver's license;

#### Candidates Must:

- Be a Canadian Citizen, permanent resident, or have refugee status in Canada,
- Be legally entitled to work in Canada,
- Be between the ages of 16-30 at the start of employment,
- Be willing to commit to the full duration of the work assignment,

#### Terms of Employment

Contract date: June 14 – August 30, 2019 (12 weeks)

Hours of work: 35 hours per week, including some evening and weekend shifts.

Rate of Pay: \$14.25/hour

## Application

Please apply online at [www.pertheast.ca](http://www.pertheast.ca) - Employment Opportunities. All documents must be uploaded in a PDF format.

## Submission Deadline

**Friday, April 30, 2021 at 4:30pm.**

## Questions

Refer to: Allie Fallis, Perth East Public Library Acting CEO  
[afallis@pcin.on.ca](mailto:afallis@pcin.on.ca)