

JOB DESCRIPTION

Summer Program Coordinator (Contract)

Classification: Grade 1

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 together and reporting directly to the Children's Librarian, the incumbent plans and implements a variety of programs for children, youth and families. Programs will be delivered both virtually and in person at various locations in the community.

Duties and Responsibilities

- Plan and execute programs for children, youth, and families, including (but not limited to) a summer reading program for school aged children. Programs to be inclusive and engage participants with a wide range of interests, ages, and abilities.
- Research ideas for programs, establish themes, and organize support materials, emphasizing those aimed at educating themselves and others about indigenous cultural heritage.
- Design a performance measurement tool for evaluating the summer programs.
- Identify, contact, and partner with receptive external 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 required.

Formal Qualifications

- 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 of all ages and backgrounds
- Be competent with technology and some application software (eg. e-mail, Zoom, spreadsheets)
- Be able to work effectively and efficiently with minimal supervision
- Obtain a clear vulnerable sector police check

Additional Assets

- Previous programming experience with the groups mentioned above
- Be comfortable reading and speaking in the French language
- Knowledge of Children's literature
- Knowledge and/or experience in Indigenous teachings/cultural education



- Knowledge and/or experience with STEAM and Makerspace programs

Candidate Must

- Be a Canadian citizen, or permanent resident, or have refugee status in Canada
- Be legally entitled to work in Canada
- Be between 16 and 30 years of age at the beginning of this contract
- Meet the specific requirements of the successful grant (details to be shared during interviews, as grant approval pending)
- Be registered as a student candidate with Young Canada Works, Canadian Heritage division: <https://young-canada-works.canada.ca/Account/Login>

Terms of Employment

Contract Date: May 1 to August 18, 2023
Hours of Work: 35 hours per week, including some evening and weekend shifts.
Rate of Pay: \$17.66 per hour (2023 rate pending); 4% vacation pay

Application

Apply by submitting a resume and cover letter by email to:

Trish MacGregor | PLOW & Children's Librarian | summerjob@splibrary.ca

- Please use the e-mail subject line, "SPL TD Summer Reading Club Application"
- Applications due Wednesday March 31, 2023
- Interviews will take place in Stratford, in person, during the week of April 10, 2023.

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 stage of recruitment, contact Trish MacGregor at the e-mail address provided above.

