



JOB DESCRIPTION

Summer Program Coordinator

Classification: Grade 1

Job Type: Full Time, Contract

The Stratford Public Library is looking for two dynamic, creative and responsible post-secondary students to lead the library's annual children's Summer Reading Program. Working closely together with, and reporting directly to, the Children's Librarian, the student program coordinators will plan and implement a variety of programs for children, youth and families. Programs will be delivered at the library and at various other 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 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, or Masters of Library Science, 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. Microsoft 365, Excel)
- Be able to work effectively and efficiently with minimal supervision
- This position requires travel to locations throughout the City of Stratford (eg. Stratford Mall, area schools, and parks). Candidates must have a reliable mode of transportation.
- 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 5 to August 22, 2025
Hours of Work: 35 hours per week, including some evening and weekend shifts.
Rate of Pay: \$20.24 per hour; plus 6% vacation pay

Application

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

- Krista Robinson, CEO summerjob@splibrary.ca
- Please use the e-mail subject line, "Summer Program Coordinator Application"
- Applications are due Sunday February 16, 2025
- Interviews will take place March 3-14, 2025

A confirmation e-mail will be sent to indicate the application's safe arrival. Only those candidates selected for interviews will be contacted.

In accordance with the "Municipal Freedom of information and Protection of Privacy Act" personal information is collected under the authority of the Municipal 2001, and will be used for the purpose of candidate selection. Artificial Intelligence is not being used in the hiring process. Accommodations are available for all parts of the recruitment process. Applicants need to make these needs known in advance. Contact hr@splibrary.ca for more information.

