

# Summer Reading Program Coordinator

The Alice B. Donahue Library is looking for a Summer Reading Program Coordinator to plan and implement activities for the TD Summer Reading Program which encourages children ages 4 to 12 to embrace a love of reading and life-long learning. This is a full-time temporary position.

## Term of Employment

- June through August 2023
- 32 hours per week

## Major Duties and Responsibilities

- Design and run programs using the TD Summer Reading Program's theme to enhance reading skills and encourage an interest in reading, as well as engaging participants in fun group activities.
- Promote various activities and special events via social media and the library's web page.
- Recruiting and supervising young volunteers to assist in the programming as well as actively participating in active games.
- Participate in training sessions as required.
- Evaluate the summer program and suggesting improvement in their design or delivery if needed.
- Gather and record statistics.
- Other duties (i.e., assisting with circulation, customer enquiries etc.) as assigned by the Librarian.

## Requirements

A successful candidate for this position should possess:

- A passion for lifelong learning.
- Experience working with children of all ages.
- Excellent communication skills.
- Computer experience with programs such as Microsoft Office, Google Docs and Sheets, and social media platforms.
- Ability to work both independently and as a team.
- Criminal record check.

## Please submit applications to:

Cynthia Graefe  
Library Manager  
Alice B Donahue Library & Archives  
Athabasca, AB. T9S 1R2 (780-675-2735)  
librarian@athabascalibrary.ab.ca