



FORT FRANCES PUBLIC LIBRARY TECHNOLOGY CENTRE

Position: Summer Learning Program Coordinator

Classification: Management/Non-Union, part-time.

Reports To: Chief Executive Officer

Pay: \$17.00/hour

Prepared by: Joan MacLean

POSITION SUMMARY:

Student position responsible for planning, promoting, and implementing the Summer Learning Program, which consists of an at-your-own pace reading program and regular events for children ages 0-13. They are responsible for designing fun reading programs to motivate reading as well as events that support the development of literacy and STEAM skills. The position is for 35 hours/week for 14 weeks at a rate of \$17.00/hour. The preferred start date is May 16, 2022 and ends on Aug 19, 2022. A resume and cover letter should arrive via email by Friday, April 29 before 5 p.m. to: jmaclean@ffpltc.ca

To learn more about job qualifications, please visit our website at <https://www.ffpltc.ca/employment>

Application deadline: Friday, May 13, 2022 by 5:00 p.m.

Joan MacLean
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AREAS OF RESPONSIBILITY:

Summer Learning Program

- Plans, promotes, and implements the Summer Learning Program
- Designs extrinsic motivations for reading, which could include community reading goals, prizes, etc.
- Performs Reader's Advisory to support the development of intrinsic reading motivations
- Designs virtual events to support the development of literacy and STEAM skills for children ages 0-13
- Works with community partners to embed the Summer Reading Program in other community events
- Performs outreach in schools to promote the Summer Learning Program
- Plans, promotes, and implements the Summer Learning Program Wrap-Up Program
- Write a final work report at the end of the summer

General Duties

- Responds to patron questions and situations in accordance with library policy and in a manner to enhance the reputation of the library as a public service organization
- Assists patrons in locating material and information in the library, on the internet, and in the Library's e-Resources.
- Instructs and assist library patrons in the use of the internet and computers
- Demonstrates a positive attitude and supports library goals and objectives
- Obligated to protect the privacy of library patrons who may be borrowing material dealing with confidential issues.
- Performs other duties as assigned

QUALIFICATIONS:

- Experience working with children or in libraries
- Basic computer skills
- Strong customer service skills
- Able to work independently and complete assignments with minimal supervision
- Ability to multi-task
- Ability to quickly learn and adapt to new technologies and initiatives

ELIGIBILITY REQUIREMENTS

- Canadian citizenship
- Eligible to work in Canada
- Between 15-30 at the start of employment
- Commit to the full duration of the work assignment
- Not have another full-time job
- Registered as a full-time student in the semester preceding the position
- Intend to return to full-time studies in the Fall

WORKING CONDITIONS:

- A typical work week consists of varying hours and may require regular weekend and evening work.
- Works in a computerized public service environment
- Working conditions regularly involve a degree of mental stress and physical strain with the possibility of prolonged periods with irregular breaks
- Some element of personal risk involved in the performance of these duties