



Summer Student Job Opportunity: Summer Reading Club Coordinator

Are you looking for a meaningful work experience in your summer job? Do you enjoy working with children? Are you looking for a chance to take the lead?

The Penticton Public Library is looking for two innovative students to take the lead as our Summer Reading Club Coordinators.

This is a non-union temporary position and so will not be subject to the Library's collective agreement with CUPE Local 608.

As this position may be subject to granting requirements, candidates must be between the ages of 16 to 30, be legally eligible to work in Canada, have attended a post-secondary institution full-time during the last academic year and intend to return to school in the fall 2023 as a full-time student.

Overview:

The BC Summer Reading Club Coordinators will deliver the Summer Reading Club program at the Penticton Public Library under direction of the Youth Services Librarian. The theme for this year is *Colour Your Summer!*

The successful candidates will have the opportunity to plan, promote and present an exciting series of programs to children ages 5 to 12 around this topic as well as connecting with other community partners. The SRC Coordinators will have the chance to make a valuable impact on children's summer experience by presenting engaging and fun summer programs.

Hours: 30 hours a week Tuesday to Friday, 9:00 a.m. – 5:30 p.m. with possibility of working outside of these hours as program needs arise.

Wage: \$20.00/hour

Term: May 13 to August 15, 2025

Responsibilities:

- Work together to: plan, create, and deliver summer reading club programs following the SRC Theme for 2025 for children ages 5 to 12 during July and August.
- Promote the program with the Youth Services Librarian through school visits, social media, and other advertising.
- Document programs with photos and reflections.
- Solicit feedback from children and their caregivers.
- Provide excellent customer service and follow the Library's policies and procedures.
- Manage groups of over 30 children and their caregivers.
- Additional duties may include onsite and outreach promotions or assisting the Youth Services Librarian & Library Technician.

Qualifications:

- Excellent communication and interpersonal skills.
- Ability to work well independently or as part of a team.
- Comfortable speaking to large groups and with community members of all ages.
- Ability to use social media and software such as Microsoft Office.
- Previous experience working with children is an asset.
- The ideal candidates will be current Library, Education, or Performing Arts students with an interest in pursuing a career in one of these areas.

The successful candidates will be required to complete a vulnerable sector criminal record check.

The Penticton Public Library is an equal opportunity employer. Please submit a resume and covering letter with the subject "2025-PPL SRC Coordinators" to Julia Cox at jcox@pentictonlibrary.ca by 5:30 pm on the 24th of March 2025.

We thank all applicants, but only shortlisted candidates will be contacted.