



Looking for a summer job?

JOB OPPORTUNITY

Summer Reading Club Assistant, Berwick, NS:

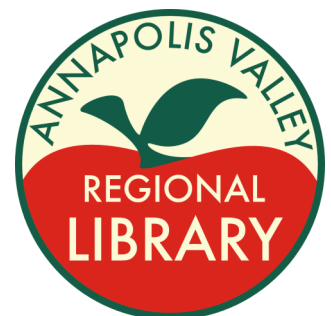
This position is 15 hours per week; wage is \$13.56 per hour.

This is a term position (11 weeks) that runs from June 5 through August 16, 2018. The SRC Assistant will work closely with the Community Engagement Coordinator to plan, organize, design, and implement programs, and promote the annual Summer Reading Club. High school graduation and some college required; Library Science students preferred. Excellent computer skills are needed; must be able to drive and provide own transportation. Must be willing to work with children, and have some experience working with children.

Employee will also attend our annual Staff In-service day on May 28. Employee will work closely with and have the opportunity to be mentored by the Community Engagement Coordinator. Typical workweek will be Tuesday - Thursday.

**To apply, send resume and cover letter by MAY 15, 2018 to:
Annapolis Valley Regional Library
P.O. Box 510
Berwick, NS B0S 1C0
Email: areynolds@valleylibrary.ca**

**Full job details and duties
on following page
www.valleylibrary.ca**



**Job opportunity: Summer Reading Club Assistant : Details
(11 weeks, 15 hours per week)**

This 11-week position begins June 5 and ends August 16, 2018.
The position requires fluency in English.

The Summer Reading Club (SRC) Assistant will work closely with the Community Engagement Coordinator to plan, organize, and deliver programs and services for the annual Summer Reading Club. The SRC Assistant will travel to branches throughout the region, gaining experience in program delivery and library operations. The Summer Reading Club in the Annapolis Valley Regional Libraries has had a dramatic increase in participation in the last 5 years, and this position would help us deliver programs to the many children and teens that use our libraries in the summer months.

Tasks include:

- *Plan and organize 3 different programs to be delivered at all 11 branches
- *Contact and organize outreach locations to offer SRC programs offsite
- *Organize and deliver SRC materials to branches as needed
- *Work closely with the Community Engagement Coordinator to plan events
- *Create displays and other SRC materials as needed
- *Enter and compile SRC data from branches

The ideal candidate will:

- *Have completed high school, and some college, including studies in Library Science or a closely related field; prefer a student who is in or entering a graduate program in Library Sciences
- *Have excellent computer skills, including desktop publishing, typing, Internet and e-mail
- *Have excellent spoken and written communication skills
- *Have experience working with children and a desire to continue to do so
- *Have experience working in a library setting
- *Must be able to drive and provide own transportation
- *Employee will work independently and as part of a team to deliver SRC programs
- *Have customer service experience