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JOB POSTING

Devon Public Library

Summer Program Coordinator

Term: May 13, 2024 – August 30, 2024

Devon Public Library is seeking a Summer Program Assistant. This is a temporary, full-time position (35 hours per week) from May 13 – August 30 and will include varied shifts including some Saturdays and evenings.

The perfect candidate will provide great customer service, enjoy working with children and have super, awesome, creative program ideas. We would love to take our summer reading program to a new level! We are looking for an efficient and self-motivated individual with excellent communication and time management skills.

Responsibilities will include:

- Planning, promoting and implementing summer reading programs for primarily ages 6–12, with additional programs for other age groups.
- Running early literacy programs (ages 0-5) when staff coverage is needed.
- Community outreach and programming related to the summer reading program.
- Performing circulation tasks including check-in and check-out.
- Assisting customers with reference questions, reader's advisory and technological assistance.

Qualifications:

- Between the ages of 18 and 30 years of age at the start of employment

Compensation:

- \$17.00 per hour plus 4% pay in lieu of vacation.

Please specify which position you are applying for. Resumes with cover letters may be dropped off at the library or e-mailed to stephanie@devonpubliclibrary.ca.

Competition closing date: March 17, 2024. Only candidates selected for an interview will be contacted.