



Summer Reading Club - Project Assistant

Summary

The Project Assistant (Summer Reading Club) is responsible for marketing, delivering and collaborating on the development of the Summer Reading Club programs for the Powell River Public Library.

This is a FT, term position supervised by the Children's Services Coordinator.

The term will run from **June 10 – August 16, 2024**. Applications will be accepted until May 3, 2024.

This position is dependent upon federal grant funding.

Duties/Responsibilities

With the Children's Services Coordinator, develop programming for Summer Reading Club.

Deliver programming for Summer Reading Club including: book clubs, special workshops, weekly events and presenting at schools.

Promote the Library's Summer Reading Club offerings by creating marketing materials.

Update the library website (WordPress).

Manage registration form distribution and collection for each event.

Gather, set up and take down materials needed for the programs.

Report on the program's outcomes for the benefit of future planning.

Perform work on a wide variety of Library tasks depending on the project but always following established Library policies and procedures.

Performs other related duties as assigned by the Chief Librarian or Assistant Chief Librarian.

Powell River Public Library

Job Description



Qualifications/Experience

High school, completion of grade 12

Proficient computer skills, including typing and keyboard skills

Ability to work in a collegial environment where respect for Library patrons and staff is of paramount importance

The physical stamina and ability to perform the work tasks associated with this position

Ability to meet and communicate with the public with assurance, understanding, courtesy and tact

Clear criminal record check and proof of job credentials

Other qualifications specifically related to the project required:

Ability to work independently and take the lead with groups, problem solve and think on your feet

Comfortable speaking in front of large groups, and managing large groups of children

Access to a vehicle and valid driver's licence for commuting to local schools

Meet the requirements of the Canada Summer Jobs program, including:

- a) Is between 16 and 30 years of age (inclusive) at the start of employment.
- b) Be a Canadian citizen or a permanent resident, or have refugee status in Canada. Note: Non-Canadian students or graduates holding temporary work visas or awaiting permanent status are not eligible.

Preferred Qualifications

Post-secondary education

Wages/Benefits

\$23.47/hr plus 15% in lieu of benefits. Wages/benefits for this position are per the current collective agreement between CUPE and the Powell River Public Library.

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Job Description



Apply

Applications should include a resume and cover letter and be sent to Rebecca Burbank, Chief Librarian by **5 pm PST on Friday, May 3rd, 2024.**

rburbank@prpl.ca

Or by post to:

Rebecca Burbank, Chief Librarian
Powell River Public Library
100-6975 Alberni St.
Powell River, BC V8A 2B8

The Powell River Public Library is an equal opportunity employer.