

Library Assistant II – Summer Reading Club (SRC) Coordinator

Job Description

The LAII -- SRC Coordinator reports to the Library Director and is responsible for the following tasks and responsibilities:

- Plan, promote and deliver programs following the provincial Summer Reading Club theme.
- Solicit donations for the program from the community.
- Conduct outreach to schools and the wider community through offsite presentations, events and written communications.
- Decorate the children's area following the provincial Summer Reading Club theme.
- Assist with teen programming and promotion.
- Liaise with the LAII Children & Youth Programmer and LAII Public Relations & Promotions.
- Provide regular updates to all Circulation staff.
- Maintain statistical records and write a final report.

Qualifications:

Experience

- Children's library programming or similar experience
- Artistic, theatrical and/or musical experience and abilities will be considered an asset

Skills

- Excellent oral and written communication skills
- Ability to work independently and as part of a team
- Ability to work within a budget
- Excellent customer service and conflict resolution skills
- Ability to use tact, independent judgment, and initiative
- Strong computer skills (e.g. apps, Internet, email, Word, Excel) and ability to learn new technologies (e.g. robotics, online gaming)

Suitability

- Creative, enjoys working with children and youth
- Self-motivated and meets deadlines
- Possesses relevant job experience and so requires minimal training and supervision

To Apply:

Submit an expression of interest by email to Wendy Wright, Library Director wendyw@smitherspl.ca .

The Smithers Public Library is committed to creating a diverse workplace to represent the population we serve and to better meet the needs of our community. All qualified candidates are encouraged to apply.