

**EXTERNAL POSTING**

**Employment Opportunity**

**Library Assistant II – Summer Reading Club (SRC) Coordinator**

**Hours: 247 hours in total** (19 hrs./wk. for 13 wks.)

**Wage:** \$35.06/hr.

**Posted:** April 8, 2024 **Competition Closing Date:** April 21, 2024

**Start date:** May 27, 2024 **End date:** August 23, 2024

To qualify for the position, applicants must:

- Be available to work at least three (3) morning shifts per week and occasional Saturdays
- Children's library programming or similar experience is required

**Responsibilities:**

The Library Assistant II – SRC Coordinator is responsible for the following tasks and responsibilities:

- Develop, plan, promote and deliver programs following the provincial Summer Reading Club theme.
- Decorate the children's area following the provincial Summer Reading Club theme.
- Assist with teen programming and promotion.
- Maintain statistical records and write a final report.

For a full list of responsibilities, see the LAII Summer Reading Club Coordinator Job Description.

**Reporting relationships:**

- Reports to the Library Director.
- Liaises with the LA II Children's & Youth Programmer and the LA II Public Relations & Promotions.
- Sends regular updates to Circulation staff.

**To Apply:**

Submit an expression of interest by email to Wendy Wright, Library Director [wendyw@smitherslibrary.ca](mailto:wendyw@smitherslibrary.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.