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Town of Hanna Library Board

## **Job Posting - Summer Reading Program Assistant (2 positions)**

Summer Reading Clubs are an initiative of public libraries in Canada to maintain or improve the literacy skills of school-age children over the summer. This is a very important part of our summer programming at Hanna Municipal Library.

**Purpose:** Hanna Municipal Library is seeking energetic, enthusiastic individuals who have an interest in working with children to deliver our TD Summer Reading Club (SRC) programs. The Summer Reading Program Coordinator will lead the library's efforts to provide engaging and educational programs and services for youth ages 0-16. They will also assist in providing library services to the community.

### **Position Summary:**

The **SRC Program Coordinator** will work with Library staff to deliver program activities and crafts for children. This position requires excellent organizational and communication skills, as well as an interest in working with children.

### **Applicants must:**

- Be between the ages of 16-30 years old
- Provide clean Criminal Record and Vulnerable Sector check as a condition of hire

**Position Reports to:** Library Director and/or Assistant Director

**Hours:** up to 30 hours per week; between 9:00AM -8:00PM, Monday-Saturday, dependent on grant funding and programming calendar

**Key Responsibilities:**

- Assist with delivery of summer programs and activities for youth both in the library and through outreach at local parks and public spaces.
- Respond to general enquiries.
- Reads shelves for accuracy and re-shelves misplaced items.
- Assist with maintaining the appearance of work and public areas.
- Assist with public bulletin boards and displays as required.
- Fosters and maintains positive working relationships with supervisors, library staff, library volunteers, the public, and external organizations.
- Ensure that all public health requirements and sanitizing is completed before and after each program.
- Carries out other library duties including shelving, shelf-reading, general shelf maintenance, public service, circulation of library materials, and/or assistance with library equipment as directed by the Director or Interlibrary Loans Clerk

**Additional Qualifications:**

- Ability to lift 35 pounds (occasionally)
- Ability to communicate with the public with confidence and courtesy
- Enthusiasm for reading, libraries and literacy
- Experience in library services an asset
- Knowledge of computers and software
- Prior experience in youth programming preferred
- Willingness to learn

**Application Submissions:**

Applications must include a resume and covering letter delivered in person or via email to:

**Jenn Steinbrecker**, Acting Director  
Hanna Municipal Library  
202-1<sup>st</sup> St W  
Hanna, AB T0J 1P0  
[info@hannalibrary.ca](mailto:info@hannalibrary.ca)

Applications will be accepted until **11:59 pm on Sunday, May 7th, 2023**. *Only those candidates selected for an interview will be contacted.*

***These positions are subject to funding.***