

Job Description YPC - 2019

Youth Program Coordinator - Summer

Purpose:

The Bowen Library Youth Program Coordinator (YPC) is the public face of our summer children's programs and will work to help sustain and improve kid's reading skills, broaden their knowledge and interest in books and to introduce the library as an inviting, fun and friendly place for kids and their families.

The YPC uses organizational skills, excellent communication abilities, independence and creativity to develop programs that link reading to fun activities, games and achievement rewards. The YPC works with and enhances a team of library and external partners that celebrates reading achievements with children and their families.

Responsibilities:

- Plan, develop, promote and implement programs for the Summer Reading Club following the BC provincial Summer Reading Club theme. <http://kidsrc.libraries.coop>
- Plan and develop weekly preschool summer programs focusing on early literacy
- Act as children's collection advisor offering children and families suggestions and advice for appropriate reading materials and suggesting literacy and other reading related activities.
- Maintain statistical records, create reports, and summarize outcomes from programming.

Education, Qualifications and Experience:

- Must be between the ages of 15 and 30 years (funding requirement)
- Experience working with groups of 5 children or more
- Proven experience working with children ages 4 to 12
- Post-secondary education preferred
- Experience with MailChimp and WordPress preferred
- Valid BC Driver's License and access to a vehicle preferred

Skills and Knowledge:

- Skilled in web applications and basic software such as MS Office.
- Knowledge or skill in graphic design considered an asset
- Knowledge of children's literature considered an asset
- Proven organizational, leadership and planning skills
- Excellent oral, written, and interpersonal communication skill

Terms of Employment:

- May 7 to August 24, 2019 (16 weeks), 35 hours/week (Tues through Sat)
- Pay rate: \$16.00 per hour

Competencies:

1. Customer Focus: Keeps library customers and partners in mind at all times. Strives to proactively address customer concerns and needs. Strives to provide consistent customer satisfaction.
2. Communication: Comfortable using a broad range of communication styles, and able to choose appropriate, effective ways to communicate to audiences in diverse situations.
3. Problem solving: Builds a logical approach to address problems (or opportunities) or manage the situation

at hand by drawing on one's knowledge and experience base, and calling on other references and resources as necessary.

4. Creativity and Innovation: Generates new ideas that have value to the program, individuals and your own goals. Development of these ideas and concepts from thought to reality.
5. Planning and Organization: Establishes a systematic course of action for self or others to ensure accomplishment of a specific objective. Sets priorities, goals, and timetables to achieve maximum productivity. Plans ahead for upcoming problems or opportunities and takes appropriate action.
6. Enthusiasm and Initiative: Does more than is expected in the job; does things that no one has requested that will improve or enhance products and services or avoid problems.
7. Responsibility and Reliability: Demonstrates a high level of dependability in all aspects of the job.
8. Independent and Team work: Ability to work independently and/or as a contributing member of a variety of teams to complete work assignments, achieve common goals and contribute towards a positive work environment