



<b>Position Title:</b>	<b>Summer Reading Club Program Lead (SRC-Lead)</b>
<b>Position Summary:</b>	The Summer Reading Club Program Lead plans, organizes, and implements programming for children and youth ages 4-12. Programs include the weekly <a href="#">BC Summer Reading Club</a> program, as well as other youth programming during the summer. The SRC Lead will also provide excellent customer service to library patrons and visitors on the front circulation desk.
<b>Supervision Received:</b>	Library Supervisor and/or Chief Librarian
<b>Supervision Exercised:</b>	None
<b>Compensation:</b>	\$23.26 per hour
<b>Dates:</b>	June 15, 2024 to August 31, 2024 (11 weeks)

**Nature and Scope of Work:**

Under the supervision of the Chief Librarian or a Library Supervisor, the Summer Reading Club Lead (SRC-Lead) will provide in-person and virtual programming to children and youth as part of the [BC Summer Reading Club](#) program. The SRC-Lead will also provide excellent customer service at the main circulation and information desk in the library.

The SRC-Lead is the public face of children’s programming through the summer, and will work to help sustain and improve children’s literacy skills, broaden their knowledge and interest in books, and introduce the library as a welcoming, fun, and friendly place for children and families. They will offer in-library activities that are Bowen Island specific and will promote and support the Provincial in-person and online Summer Reading Club program for children and youth.

The SRC-Lead position requires excellent organizational and communication abilities, independence, creativity, and the ability to work well within a team. The position also requires a working knowledge of digital tools, social media platforms, and online systems in order to develop and implement programs that link reading to fun activities, games, and achievement rewards.

## **EXAMPLES OF WORK PERFORMED:**

1. Provides exceptional customer service.
2. Promotes, and supports registration in the BCLA Summer Reading Club (SRC).
3. Plans, develops, implements, oversees and evaluates weekly passive programs in the library and online that encourage literacy, help maintain reading skills over the summer, and encourage children and families to come to the library.
4. Organizes, hosts, oversees and evaluates weekly SRC programs with special guests.
5. Provides reader's advisory service offering children and families suggestions and advice for appropriate reading materials and suggesting literacy and other reading related activities.
6. Provides circulation and other information services to library patrons and visitors.
7. Promotes SRC and library services through outreach, demonstrations, presentations and marketing.
8. Promotes the use of the library, both physically and virtually, by all ages.
9. Provides support to library users on the use of technology and library online resources.
10. Helps library users in a manner that is warm, welcoming, and respectful.
11. Maintains statistical records, creates reports, and summarizes outcomes from programming.

## **REQUIRED KNOWLEDGE, SKILLS AND ABILITIES:**

- Experience working with groups of children ages 4 to 12 years.
- Demonstrated interest and competency in a wide range of technology such as: library catalogues, online program tools (YouTube, Zoom, FaceBook, etc.), databases, social media, e-Readers, and basic software such as MS Office.
- Comfortable giving public presentations in person or online.
- Proven organizational and planning skills.
- Excellent oral, written, and interpersonal communication skills.

## **PREFERRED TRAINING AND EXPERIENCE:**

- Grade 12 completion and/or post-secondary education.
- Experience in a public library or other public service institution.
- Knowledge or skill in graphic design is considered an asset.
- Knowledge of children's literature and literacy development is considered an asset.

## **REQUIREMENTS**

- Criminal Record Check is required.
- **Must be between the ages of 15 and 30 years and be a Canadian citizen, permanent resident, or refugee (grant funding requirements).**

**WORKING CONDITIONS:**

- The SRC-Lead works in the Bowen Island Public Library.
- This is a grant funded temporary position from June 15 through August 31, 2024 (11 weeks) with an average of 30 hours/week.
- Hours of work may vary, but are expected to be 5 days per week from Tuesday through Saturday between the hours of 9:45am and 7:15pm. Evening and weekend hours are required.
- All employment terms are outlined in Bowen Island Public Library's [Personnel Policy](#).

*This job description reflects the general duties associated with the position, and shall not be construed as a detailed or exhaustive description of all tasks, duties, or responsibilities required in the job.*