

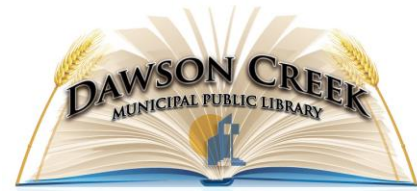
## Job Posting

**Job title:** Summer Reading Club Assistant

**Term of position:** June 17 – August 23, 2024

**Hours of work:** 34.5 hours per week. Must be available for the full term of position (10 weeks)

**Rate of pay:** \$21.13 per hour. This is a CUPE position



The Dawson Creek Public Library is looking for a post-secondary student to assist with the library's children's Summer Reading Club. The club is designed to promote reading over the school summer break. Alongside the children's librarian, the summer reading club assistant will be responsible for the co-ordination, development and delivery of club activities during the months of July and August.

### Duties will include:

- Researching, creating and preparing kid's crafts/activities
- Registering children
- Checking reading journals
- Decorating club table and children's library with the club's theme in mind
- Assist in creating and delivering special event activity days throughout the summer
- Creating a scrapbook of club events
- Assist in promoting the club
- Providing reader advisory help
- Help children and parents in a manner that is warm and welcoming
- Other duties as assigned by the Children's Librarian or Library Manager

### The successful candidate will possess:

- Passion and enthusiasm for books, reading and working with youth and their caregivers
- Ability to communicate effectively with staff, children and caregivers
- Organizational and planning skills
- Ability to work creatively, independently and as part of a team
- Excellent time-management skills
- Experience working with youth and familiarity with children's literature would be considered an asset
- Experience or an interest in visual arts and crafts would be an asset
- Ideal candidate will be a current library, education, ECE, performing arts, or fine arts student.

\*The successful candidate will be required to complete a criminal record check.

Please submit a resume and covering letter with the subject "2024 SRC assistant" to Pamela Morris, library manager, at [info@dclibrary.ca](mailto:info@dclibrary.ca). The posting will remain open until May 15, 2024. We thank all applicants, however only those chosen for an interview will be contacted.