

# Summer Job Posting

## Job Title: Reading Buddies Coordinator

The Grande Prairie Public Library is seeking a post-secondary student to coordinate Reading Buddies under the supervision of the Teen Services Librarian. Reading Buddies is a program that pairs students who have completed grades 1 to 3 with teen volunteers for weekly reading practice and group activities over the summer. The program aims to improve children's reading skills and encourage reading for fun.

Date of Job Posting: Saturday, February 9, 2019

### Duties and Responsibilities:

- Promote Reading Buddies to potential participants, parents, and volunteers
- Participate in community promotion of summer programs
- Train and supervise teen volunteers
- Plan and lead group activities that encourage literacy
- Assist participants and volunteers with the selection of reading materials
- Collect statistics and evaluate the success of the program
- Assist with Children's SRG, Teen SRG, and Adult SRG
- Other duties as assigned

### Requirements:

- Excellent computer skills
- Experience working with children and teens
- Strong knowledge of children's literature
- Strong organizational and communication skills
- Valid driver's license
- Proficiency in French is an asset
- To comply with our funding requirements, applicants must also...
  - Have completed at least one year of post-secondary education
  - Be returning to full-time studies in fall 2019
  - Be between the ages of 15 and 30
  - Have registered for the Young Canada Works online candidate inventory (details at <http://young-canada-works.canada.ca>)

### Position Details:

- Work Dates: Monday, April 29 to Friday, August 30 (18 weeks)
- Wage: \$18.09/hr (plus 9.4% vacation/holiday pay)
- Hours of work: 35 hours per week, including evening and weekend shifts

Successful applicants will have to obtain a criminal record check and vulnerable sector check.

Please submit a cover letter, resume, and up to three references to:

Grande Prairie Public Library  
101, 9839 103 Avenue  
Grande Prairie, AB T8V 6M7  
E-mail [brandolph@gppl.ca](mailto:brandolph@gppl.ca)  
ATTN: Bailey Randolph  
Application deadline: **Friday, March 22, 2019**

**Only applicants selected for an interview will be contacted.**