

The High Prairie Municipal Library

Requires a:

Summer Program Coordinator

Deadline for applications will be Friday, April 1st 2022 @ 5:00pm

The Library is looking for an energetic student who loves to work with children. The Coordinator will be responsible for planning, organising and implementing a reading/activity program for children ages 3 to 12 years during the months of July and August at the Library.

Qualifications/Skills

- Interest in and enjoys working with children.
- Experience with Microsoft Office
- Good organizational skills.
- Able to work independently.
- Good people skills
- Grade 12 or higher education.
- Due to grant requirements: applicant must have been in school the past year and returning to school for the 2022-2023 term.

Duration of Employment:

- Anticipated start date is May 2nd 2022
- 16 weeks – 35 hours per week.
- 5 days a week (Monday to Friday)

Hourly rate to be paid: \$17.33

Please E-mail, fax, or drop off resumes to:

High Prairie Municipal Library
Attention: Tracy Ireland (Manager)
E-mail: librarian@highprairielibrary.ab.ca
Phone: (780) 523-3838
Fax: (780) 523-2537