



Wap Liitsx - House of Reading

Prince Rupert Public Library
101 6th Ave. West, Prince Rupert, BC V8J 1Y9
Phone: 250-627-1345
E-mail: info@princerupertlibrary.ca
www.princerupertlibrary.ca

SUMMER JOB OPPORTUNITY

Prince Rupert Public Library
Summer Reading Club Coordinator
Temporary - Full-time

Wage: \$19.86/hr, 35 hours per week, 7 weeks duration
Start Date: June 30, 2025
End Date: August 15, 2025
Application Deadline: 5 pm Saturday May 31, 2025

The Prince Rupert Public Library is in need of a Summer Reading Club Coordinator. The student must have a good command of the English language and must enjoy working with children, the general public, books and libraries. This is an ideal position for a student who is interested in a career in libraries or the field of education.

The Summer Reading Club Coordinator is responsible for planning and implementing our 6-week Summer Reading Club for school-aged children. There are two one-hour programs per week for children in grades 1-3, and one or two per week for children in grades 4-6, with a maximum of 20 children in each class. The program includes storytelling, crafts, games and other activities. We will also have an activity station set up in the library, with weekly themes, activities and prizes. The main objective is to create a fun and engaging experience, while encouraging the participants to read during the summer.

Duties and Responsibilities will include, but not be limited to:

- developing activity plans for children in grades 1-6, including storytelling, games, crafts and other activities. You will also showcase books, reading and other library resources.
- selecting books and other library materials of interest to the children attending the program
- searching the internet for support materials for weekly programs
- encouraging children who may be struggling with reading, or to whom English is a second language
- working with children and their families to find appropriate materials within the library or through the InterLibrary Loan system

Required Qualifications:

- Canadian citizen or a permanent resident, or have refugee status in Canada (non-Canadians holding temporary work visas or awaiting permanent status are not eligible)
- legally entitled to work in Canada (have a valid social insurance number)
- between 16 and 30 years of age at the start of employment
- are registered at young-canada-works.canada.ca
- successfully complete a Criminal Record Check upon hiring
- are willing to commit to the full duration of the work assignment
- will not have another full-time job (over 30 hours a week) during the Young Canada Works (YCW) work assignment
- are a high school, college, CEGEP or university student (as defined by your educational institution)
- have strong written and spoken communication skills
- have strong organizational, time management and leadership skills
- be creative and flexible in programming ideas and implementation
- appreciate the importance of connecting children with literature
- take initiative, be self-motivated, and work well independently as well as with other staff
- work well with patrons of all ages
- have a good working knowledge of libraries, excellent computer skills and are comfortable with other technologies

The Library is a union (Canadian Union of Public Employees) worksite, and this position is funded in part by Young Canada Works, through Heritage Canada and the Government of Canada.

Direct any questions you may have to Beth Dimond at beth@princerupertlibrary.ca or by phone at 250-627-1345

Submit your resume and cover letter by 5 p.m. Saturday May 31, 2025 to:

Beth Dimond
Prince Rupert Public Library
101 6th Avenue West
Prince Rupert, B.C. V8J 1Y9

or: email your resume and cover letter to beth@princerupertlibrary.ca
or fax to 250-627-7851 Attention: Beth Dimond

The Prince Rupert Library is an equal opportunity employer and encourages everyone to apply. Only those selected for an interview will be contacted.