

JOB OPPORTUNITY

Internal/External Posting

Children's Summer Literacy Coordinator

Temporary 14-Week Summer Student
Contract



Position Summary:

The Children's Summer Literacy Coordinator will help translate our summer literacy program theme, "Around the World," into nine weeks of interactive and passive literacy activities in July and August. Activities in June will promote the Summer Reading Program in advance of the July 2 start date. The successful candidate will have a passion for working with children and promoting literacy.

Research, organization, and communication skills are key to this position and, in return, we hope to inspire independence, confidence, and creativity in the successful candidate. Ability to work evenings and on Saturdays is also required. A vehicle is also required for outreach in the community. This position is supervised by, and works collaboratively with, the Children Services Coordinator, and Deputy Chief Librarian.

Duties and Responsibilities:

- Participate in required training and orientation
- Develop an understanding of literacy skills, tools and resources
- Interact with children reporting their reading progress at the Summer Reading desk
- Develop program promotional materials for presentations and social media
- Work collaboratively to deliver interactive and passive literacy-based activities based on the Summer Reading program theme: "To the Stars"
- Represent GPL and summer program in a professional capacity to children, families and community partners in the library, in schools, and in the community
- Drive to locations in the community to promote the program and set up storywalks and games
- Participate in daily check-ins with supervisor
- Collect data and prepare a final report
- Fulfill all YCW reporting requirements
- Other tasks as assigned

Education and Training Required:

- Pursuing post-secondary studies in the fields of: Indigenous studies; education; child development; library science; communications; child psychology, drama, or media studies. Other academic disciplines will be considered if combined with experience working with children
- Experience working with school-aged children and/or teens is required
- Experience with computer applications such as MS Office, social media, and the internet, as well as a strong interest in learning new computer applications, is required
- Knowledge of public libraries and collections is an asset
- Ability to speak and/or read an Indigenous language, French language, or another language is an asset

Terms of Appointment:

Position to run from May 26, 2025 to August, 29, 2025
35 hours/week @19.39 hour. Shifts will include evenings and weekends

To Apply:

Interested YCW registered applicants should apply online at <https://young-canada-works.canada.ca/>
As well, please submit a resume and cover letter by 4:30 pm on April 28, 2025 to:

Ashleigh Whipp, CEO & Chief Librarian
Grimsby Public Library
18 Carnegie Lane,
Grimsby, ON L3M 1Y1
Email: awhipp@grimsbylibrary.ca

Grimsby Public Library is committed to promoting the independence, dignity, integration, and equality of opportunity of persons with disabilities by ensuring the accessibility of our facilities and services. Accommodations are available for all parts of the recruitment and selection process. Applicants need to make their required accommodations known in advance.

***We thank all applicants for their interest;
However, only those being considered for an interview will be contacted.***