

## **Job Title: Summer Program Coordinator**

**Reports to:** Assistant Librarian

**Location:** Callander Public Library

**Revision Date:** February 2025

**Purpose and Scope:** Reporting to the Assistant Librarian, the Summer Program Coordinator is responsible for developing and delivering the library's Summer Reading Program in addition to providing library service.

### **Tasks:**

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#### **Library Operations**

1. Ensures compliance of patrons with all library policies and procedures, through patron training
2. Charges and discharges materials for patrons in accordance with circulation policy
3. Promotes library services by engaging with library patrons, marketing, in-library displays, programs and developing community partnerships
4. Provides reader advisory services
5. Provides technology assistance to library patrons
6. Provides reference services using appropriate techniques
7. Keeps book collection organized and neat, including shelving new and returned books

#### **Library Programming**

8. Develops and delivers engaging, inclusive summer reading program that meets the social, developmental and/or educational needs of the intended audience and achieves the strategic goals and objectives outlined in the library's strategic plan
9. Provides program orientation to participants and/or parents/caregivers
10. Keeps statistics related to all programs and records them according to library procedure
11. Evaluates programs according to library's programming procedure

#### **Administration:**

12. Maintains confidentiality of all patrons, staff, board and municipal information

#### **Health and Safety**

13. Complies with all health and safety legislation and policies

#### **Public Relations**

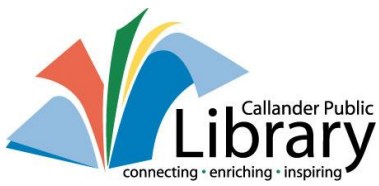
14. Uses good customer service and marketing skills to promote and advance the library both in and outside of the library building

#### **Other**

15. Performs other tasks as assigned by CEO and/or Assistant Librarian

#### **Skills and Knowledge**

16. Good problem resolution skills



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17. A solid working knowledge of common computer applications and hardware, android and apple operating systems, website development, and social media
18. An excellent working knowledge of internet search techniques, and related library applications
19. Ability to troubleshoot and learn new technology skills quickly
20. Demonstrates knowledge of a variety of popular authors, titles and emerging reading trends
21. Excellent customer service, communication and interpersonal skills
22. Ability to work independently and alone
23. Good problem solving and critical thinking skills
24. Strong organizational skills
25. Attention to detail