

Student Librarian and Summer Reading Club Coordinator Job Description

Incumbent:

Reports To:

This position reports to the Assistant Librarian or their designate.

Job Overview:

As a small single-branch library within a large geographical catchment area we do our best to take our summer youth programming out into the surrounding communities as much as possible. Our Student Librarian will help coordinate our outreach Summer Reading Club activities in local First Nations villages and will be the main facilitator for in-library SRC programming.

Responsibilities and Duties:

- Using a sound understanding of principles of early literacy and library services to youth, plan and lead children's Summer Reading Club (SRC) activities in the library and around the community for children 3-15; also support community facilitators in this work.
- Build families' understanding of how to foster literacy in children/youth.
- Market the library & build positive relationships in community.
- Maintain statistical records, create reports, and summarize outcomes from programming.
- Administrative Work – communications work like promoting library programs and services through advertising (Browser), etc.
- Supporting Library Goals & Initiatives – adhering to staff practices that support the library's established goals and organizational priorities.

Prepared: May 2, 2024

Reviewed:

Approved:

Additional Duties:

- Public Service – handling typical day-to-day aspects of serving library patrons, including front desk duties and reference service.
 - **Front Desk Duties:** opening & closing routines; circulation (checking materials in/out, renewals, etc.); reshelving; collecting and if necessary, negotiating fines and other payments; handling cash and making nightly deposits; answering directional questions; assisting with use of library computers; receiving deliveries; assisting patrons with use of other library equipment (public computers, printers).
 - **Reference Service Duties:** readers' advisory work & taking patron requests/suggestions (including ILL requests); researching information questions on behalf of patrons and/or assisting them in the use of library resources to enable their own research; referring difficult questions to more senior staff whenever necessary.
- Collection Maintenance – performs shelf reading and weeding of collection, contributing to ongoing improvement of library collection through personal recommendations.
- Other duties as required.

Qualifications:

- Proven organizational, leadership and planning skills.
- Excellent oral, written, and interpersonal communication skills.
- Proven experience working with children.
- Knowledge of children's literature.
- Familiarity with local First Nations culture and traditions.
- Able to work independently and as part of a team.
- Responsible, creative, motivated and enthusiastic.
- Skilled in web applications and basic software such as MS Office.
- A valid B.C. driver's licence and access to a vehicle is preferred.