

# CARIBOO REGIONAL DISTRICT

## JOB DESCRIPTION

Group: Working Title: Summer Reading Club Coordinator  
Dept.: Library Classification Title:  
Date: Grid Level:

**PRIMARY FUNCTION:** Responsible for preparing, promoting, organizing and delivering the Library's annual Summer Reading Club as offered at the Area Libraries.

### JOB DUTIES AND TASKS:

1. Prepare story units and activities for children based on the programme theme
  - a. Use programme manual, reading lists and materials provided by the BC Library Association.
  - b. Identify books and other media in the Area Branch children's collections that are relevant to the program theme
  - c. Develop three series of weekly programs to meet the abilities and interests of children in the following age groups: 3 to 5, 6 to 8 and 9 to 12. Weekly programmes to be delivered during the months of July and August and may include, in addition to the story/reading component, related crafts, games and outdoor activities.
  - d. Establish a budget for programme materials and advance order/purchase if possible.
2. Promote the Summer Reading Club to the local community.
  - a. As per established policy, prepare news releases to be distributed to the local media.
  - b. Visit schools to promote the programme in classes and school assemblies.
  - c. May plan and supervise a float for the annual summer parade.
  - d. Place Summer Reading Club posters/information in branch libraries and on community bulletin boards.
  - e. May liaise with local groups supporting literacy and children's programmes.
3. Lead and supervise children in groups in activities which include reading and book related games and crafts.
  - a) Organize scheduling of the program series and registration of participants.
  - b) Provide all sessions as organized and scheduled for each week.
  - c) May work with teen volunteers and direct their activities in assisting some aspects of the programmes.
  - d) May provide programme sessions in outlying smaller community branches.
  - e) May assist in preparing craft 'hand-outs' for other library programmes.
4. Evaluate success of the Summer Reading Club as delivered at the Area Branch and provide a final report on programme activities and participation.

**SUPERVISION RECEIVED:** Branch Assistant

**SUPERVISION / DIRECTION EXERCISED:** Daily supervision and participation in the

programme sessions as needed.

**PHYSICAL ASSETS / INFORMATION MANAGEMENT:** Operates various office equipment such as computer and photocopier; monitors the library programme room.

**FINANCIAL RESOURCES:** Identifies required expenditures for program supplies.

*The above statement reflects the general details considered necessary to describe and evaluate the principal functions of the job identified, and shall not be construed as a detailed description of all the work requirements that may be inherent in the job.*