



TOWNSHIP OF UXBRIDGE POSITION DESCRIPTION

DEPARTMENT: Township of Uxbridge Public Library

JOB TITLE: Summer Reading Program Coordinator

AFFILIATION:

IMMEDIATE SUPERVISOR: Program and Outreach Coordinator

PRIMARY FUNCTION:

To provide exciting, enjoyable, educational programs for school age children at the Uxbridge Public Library. Coordinate and conduct all children's programming. This includes teaching, creation of activities, creating materials, maintaining all records, a budget, marketing and promotion strategy, and evaluation of the program

DUTIES and RESPONSIBILITIES:

Coordinating and conducting all Children's programs.

This includes, but is not limited to:

- planning the programs (creating themes)
- creating calendars listing the programs
- marketing and promoting the programs (creating posters, timetables, ads for the newspapers, eNewsletter, Facebook page, twitter account)
- promoting the programs in schools with a presentation and a craft
- creating lesson plans for the programs (stories, craft, activity)
- ordering and maintaining supplies for crafts (preparing crafts - cutting, etc.)
- physically purchasing supplies
- maintaining all records including budget and statistics
- ordering incentives and food
- evaluating the program

The Summer Reading Program Coordinator will also plan and run 4 week long camps (Lego Camp and Science Camp).

When the student is not busy with the programs she/he will help fill gaps while staff is on vacation.

Physical and Psychological Demands

Environment

Work is conducted in an office environment with some exposure to criticism from the public. Requirement to juggle priorities, verbally communicate to exchange information, deal with constant interruptions and changing demands during the course of a working day; regular occasions whereby an extremely short amount of time is available to complete a project or task; occasional stressful circumstances; wide variety of tasks requiring ability to manage multiple projects and make daily independent decisions; while maintaining a pleasant, professional and positive demeanour.

Physical

Requirement for sufficient physical ability and mobility to work in an office setting and in a field environment; to stand or sit for prolonged periods of time; to occasionally stoop, bend, kneel, crouch, reach, and twist; walk on uneven terrain, loose soil, and sloped surfaces; to lift, carry, push, and/or pull light to moderate amounts of weight; to operate office equipment requiring repetitive hand movement and fine coordination including use of a computer keyboard; to travel to other locations; to operate equipment and vehicle.

Occupational Health and Safety

The employee actively demonstrates support for the Township of Uxbridge Public Library's position on occupational health and safety:

- by using safe work practices;
- participating in safety meetings;
- completing Occupational Health and Safety training modules;
- ensuring due diligence in daily activities;
- assuring compliance with the provisions of the Occupational Health and Safety Act; and advising his/her supervisor of any unsafe conditions.

SUPERVISION REQUIREMENTS:

Positions Supervised Directly:

- Summer Experience Program Student
- Summer Reading Program Assistant

Positions Supervised Indirectly:

CREDENTIALS REQUIRED:

- Enrolled in teacher training at the college or university level.