



Join this team in engaging the community in a spirit of reading, learning and discovery.

The Chetwynd Public Library has an opening for a Temporary Children's Program Coordinator – maternity leave

The Chetwynd Public Library is looking for a friendly and outgoing individual to join our library team. The Children's Program Coordinator will be responsible for creating and implementing fun and engaging children's programs and special events with a focus on early literacy and lifelong learning. Acquiring a passion for community and working with children this person must have excellent communication skills and the ability to interact with people of all ages. Strong computer skills is viewed as an asset for monthly reporting, statistical tracking and assisting patrons with core library services.

Additional Skills

- Supervise and monitor the safety of children
- Prepare nutritional food choices for children following food safe regulations.
- Maintain a clean, sanitary, and orderly space
- Fun and enthusiastic attitude
- Patience and empathetic towards children's needs
- Excellent listening skills and an engaging demeanor
- Exceptional patience and ability to remain calm at all times
- Maintain a professional attitude, respecting family privacy and maintaining confidentiality
- Plan, organize and lead children in activities such as stories, songs and crafts to stimulate and develop their intellectual, physical and emotional growth
- Encourage children to participate in all activities
- Provide many opportunities for children to learn and develop age-appropriate skills
- Maintain communication with families and contacting parents as needed
- Physically able to perform tasks, including sitting on the floor, bending, and standing
- Assist with library circulation duties

Qualifications

- Standard First Aid or Emergency Childcare First Aid
- Food Safe
- Preference will be given to someone with an Early Childhood Education Diploma or equivalent experience

Must pass criminal record check including vulnerable sector

Temporary full-time: 35 hours per week *(filling a maternity leave until June 2021)*
\$20.85 an hour

Email or deliver resumes to the Library Director by Friday March 20, 2020

librarydirector@chetwynd.bclibrary.ca

5012 46th Street Chetwynd, BC

Posted March 05, 2020