



Guelph Public Library

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Job Posting - #21-10

Title: Summer Programmer Contract**

Reports to: Supervisor, Programming and Digital Services

Department: Programming

Status: Temporary **May to August 2021**

Hours: 35 hours per week (includes weekends and evenings)

Location: Main Library, 100 Norfolk Street

Under the general supervision of the Program Coordinator, the Summer Programmer will be responsible for the Children's summer programs primarily at the Main Library.

Job Responsibilities:

- Organize and oversee a variety of summer programs, including virtual guest performances, for children ages birth – 13 years old. Program sizes vary from 10 to 150 participants.
- Present a number of individual virtual programs requiring storytelling, craft instruction, puppetry and drama skills.
- Prepare a written report explaining and analyzing the summer programming events, to ensure that summer programs continue to be well attended.

Knowledge and Skills:

- Excellent organizational skills.
- Strong technology knowledge to run and organize virtual programming
- Proven ability to work well with children of various ages, in various sized group settings.
- An interest in and experience with drama and creative arts.
- Experience with program development including virtual
- Must have excellent computer skills (Office, Publisher, Word, Excel, etc)

Qualifications:

- Minimum 2nd year ECE students
- Excellent communication skills written and verbal
- Report writing abilities
- Must have a valid driver's license; access to a vehicle is an asset

GPL is strongly committed to diversity and welcomes applications from visible minority group members, women, Aboriginal persons, and people with disabilities, members of sexual minority groups and others who may contribute to the further diversification of ideas.

Reasonable accommodations are available upon request, to enable individuals with disabilities to perform the essential functions of the job.

Job Grade: N/A

Pay Rate: \$19.00 per hour

Posting end date: May 10, 2021 **5 pm EST**

Applications including a cover letter, resume and 2-3 work references should be submitted to:

Carolyn Elston-Ryder
Human Resources
Guelph Public Library
100 Norfolk St.
Guelph ON N1H 4J6
celstonryder@guelphpl.ca

Please quote "Summer Programmer, 21-10" in subject line