



***Looking for a great after-school job? The library is hiring!***

***We're looking for a smart, creative, hard-working, and enthusiastic individual to coordinate our after-school programs. As our After-School Programs Facilitator, you will work with teen volunteers and lead fun activities to encourage a love of books and reading for children.***

#### **Job Title**

After-School Programs Facilitator

#### **Job Summary**

Up to 15 hours/week from November 1 – April 17 (24 weeks). \$15.00 per hour.

#### **Purpose and Responsibilities**

Your job is to promote reading and literacy by planning, promoting, and facilitating after-school programs, including the Reading Buddies program, a literacy program that partners school-age children with a teen buddy. Training and ongoing support will be provided.

#### **Skills and Education**

- Must be comfortable working with teens and children.
- Must be enrolled in high school or a post secondary program.
- Must be familiar with a variety of common computer-based applications.
- Enrollment in a post-secondary program in a relevant field is an asset. Relevant fields include elementary education, early childhood education, library studies, or any field of humanities, sciences, or social sciences with a relevant career interest.

#### **Competencies**

- Organization and planning: Plan and promote activities according to a schedule, and coordinate activities with library staff and community members and organizations.
- Initiative: Use initiative to solve problems; work with minimal supervision.
- Communication: Communicate goals and structure of the program to staff and community members through written materials and presentations.

#### **Eligibility**

To be eligible, you must:

- Be between 15 and 30 years of age at the start of the employment;
- Be legally entitled to work in Canada in accordance with relevant provincial or territorial legislation and regulations;
- Be available for the duration of the work period (November 1 – April 17).

#### **How To Apply**

Please submit your cover letter and resume by email to [saara@crestonlibrary.com](mailto:saara@crestonlibrary.com). Please include "After-School Programs Facilitator Application" in the subject line.

This posting closes October 25. This position is partially funded by the Columbia Basin Trust SchoolWorks Program.

*We encourage applications from people with disabilities, members of visible minorities and indigenous communities, and new immigrants or refugees who meet the above required qualifications.*