



Student Summer Job

Summer Reading Club Coordinator

Charlottetown Library Learning Centre

97 Queen Street

The Charlottetown Library Learning Centre is located in historic, downtown Charlottetown and serves a population of over 40,000 people. The library is open 7 days a week & is the main library of the 25 branch PEI Public Library Service.

The Trustees of the Legislative and Public Library are hiring a Summer Reading Club Coordinator to assist with the delivery of The Summer Reading Club for children and teens. Under the supervision of the Children & Teen Services Librarian, the student will take part in organizing, creating and delivering programs and activities for children, teens and families. Activities will include summer reading initiatives, STEM programs, storytimes, information programs and craft activities and kits. Promotion of programs and library services will also be required. The Coordinator will also create in-house displays to promote library collections. They will be responsible for some administrative duties and statistics. Outreach and some program activities will take place in local parks and common areas and may include nearby communities.

Dates: **June 2 - August 22, 2025**

Hours: **37.5 hours weekly with some evenings and weekends**

Rate of Pay: **\$19.00 per hour**

- Some post-secondary education and returning to school in the fall
- Experience working with the public and with children
- Demonstrated organizational skills and ability to complete a summer long project
- Good written, oral and social media skills
- Comfortable and proficient with technology including tablets, Chromebooks, and desk-top computers
- Comfortable with public speaking and good presentation skills

Additional assets

- Experience with designing posters and promotional materials.
- valid driver's license and access to a vehicle

Please email cover letter and resume with the subject line

"Summer Student Job" to:

elclinton@gov.pe.ca

Closing Date: May 3, 2025 by 4:00 p.m.

This position is dependent on funding from the Young Canada Works program and applicants are required to meet the eligibility criteria.