

Storytime Project Coordinator

Peace Library System has a 16 week, full-time position available for a Storytime Project Coordinator from May 8 to August 25, 2017.

Under the direction of the Consulting Services Manager, the Storytime Project Coordinator will:

- Develop theme-based resources for new storytime kits for ages 2-3
 - Research age-appropriate crafts and activities for each theme
 - Compile a resource booklet for each theme
 - Create a sharing journal for member library feedback
 - Research and order relevant puppets and objects for each theme
- Coordinate the assembly of the new storytime kits
 - Assemble books and other materials into kits
 - Label kits and create content lists
 - Package kits for shipping
- Review titles in the existing storytime kits (ages 4-6) for age-appropriateness, and recommend replacement titles
- Assist with other duties as required

Qualifications

Excellent computer skills, including desktop publishing experience

Excellent research, writing and editing skills

Well-organized and self-motivated

Early Childhood Education or experience would be an asset

Canadian citizen or legally entitled to work in Canada

Returning as a full-time student in 2017-2018

Wage: \$17.00 per hour

Please submit a cover letter, resume, and three references by April 26, 2017 to:

Katherine Wiebe, Consulting Services Manager

Peace Library System

8301 – 110 Street

Grande Prairie, AB T8W 6T2

Phone: (780) 538-4656

Fax: (780) 539-5285

Email: kwiebe@peacelibrarysystem.ab.ca