

# Drumheller Public Library

## Student Job Posting

**Position:** Children's Programming Intern

**Term:** One year – July 2019 to August 2020. Interns may apply for a second term.

**Hours:** One 4-hour shift/week during the school year, two 4-hour shifts/week during the summer.

### Responsibilities

- Help to plan and deliver fun and educational programs, events, and services for children in kindergarten to grade 6, including the Library's weekly STEAM Club program.
- Help to prepare, promote, and deliver Summer Discovery programming.
- Keep Maker Kit collection stocked and tidy. Develop new Maker Kits to replace worn or less popular Kits.
- Represent the library in the community at relevant events (e.g. outreach programming and information fairs).
- Perform other duties as required.

### Requirements

- Strong organizational and communication skills and a passion for fostering literacy, creativity, and a love of learning in children
- Previous experience working with children in a leadership role is preferred.
- A criminal record and vulnerable sector check will be required of the successful candidate prior to commencing work.

**Pay Rate:** \$15.00 per hour

**Application Deadline:** Application will remain open until a suitable candidate is found.

**Please submit résumé and cover letter to:**

In person: Emily Hollingshead, Director of Library Services  
Drumheller Public Library  
Badlands Community Facility  
80 Veterans Way

By mail: P.O. Box 1599, Drumheller, AB T0J 0Y0

By email: [director@drumhellerlibrary.ca](mailto:director@drumhellerlibrary.ca)

**Note:** A cover letter describing the applicant's interest in a specific position and suitability for said position must be included for an application to be considered.