

Summer Program Assistant

Temporary Full-time

Marigold Library System – Strathmore, Alberta

May 8-August 25, 2023



Marigold Library System is seeking a creative and enthusiastic self-starter to promote and to organize programming events for the [TD Summer Reading Club](#) and [Marigold Programs](#).

The successful candidate will be based at Marigold headquarters, located in Strathmore, Alberta, 40 km east of Calgary on the Trans-Canada Highway. Marigold provides services to over 345,000 residents of south central Alberta through 36 member libraries, three library lending lockers and the Siksika and Stoney Nakoda Nations. See www.marigold.ab.ca for more information.

This is a temporary full-time position (35 hours/week), which includes some evenings and weekends. The anticipated start date is early May and the position concludes at the end of August.

The primary responsibility of this position is to organize and deliver innovative programs at member libraries relating to summer reading and teen programs. Delivery of programming will be done in-person and virtually. The successful candidate must be comfortable and confident working with people of all ages, especially children and youth, and be willing to learn and use technologies and a variety of software and equipment to promote and facilitate programs.

Applicants should be currently enrolled in or returning to a post-secondary institution in the fall. Proficiency with Microsoft Office Suite and excellent oral and written communication skills are essential. As a condition of employment, the successful candidate will be required to produce the following: valid driver's license and clean driver's abstract, Vulnerable Sector Check and proof that you are fully vaccinated against COVID-19 or provide proof of valid exemption satisfactory to the employer.

Reporting to the Digital Experience Consultant, the Summer Program Assistant will:

- Develop and deliver engaging summer programs for families with a focus on school-aged children and teens, both in person and virtually for member libraries and residents within the Marigold boundary
- Coordinate the distribution of program and marketing materials and prizes to member libraries
- Update content on the marigoldprograms.ca website
- Research best summer program practices from other libraries or similar organizations
- Gather feedback, compile statistics, prepare newsletter articles and reports
- Assist Marigold's Management Team with special projects and research, including compiling surveys, developing programs, digitizing documents and preparing materials for distribution
- Other duties as assigned

This position is funded in part by the Young Canada Works in Heritage Organizations summer project (YCWHO) and the successful applicant must meet the following YCW summer project eligibility guidelines:

- Not be older than 30 years at the time of hiring

- Be a Canadian citizen or a permanent resident or have refugee status in Canada. Note: Non-Canadian students or graduates holding temporary work visas or awaiting permanent status are not eligible.
- Be a student and intend to return to full-time studies in the semester following the YCW job.

Interested candidates are asked to submit a resume and cover letter along with two references to:

Laura Taylor, Chief Operating Officer
Marigold Library System
B 1000 Pine Street
Strathmore, AB T1P 1C1
jobs@marigold.ab.ca

The closing date for this position is March 31, 2023. Only those applicants selected for an interview will be contacted.

Vaccine Verification – As a condition of employment, you are required to provide proof that you are fully vaccinated against COVID-19 or provide proof of valid exemption satisfactory to the employer.