



Portage la Prairie Regional Library

40-B Royal Road N
Portage la Prairie, MB

Summer Programmer

The Portage la Prairie Regional Library is seeking a temporary, full time employee to provide enthusiastic programming and operational support. This position is funded by the 2026 Canada Summer Jobs grant and is subject to its requirements.

Summer Programmers should love meeting new people, be passionate about building community connections, and thrive on working collaboratively. A willingness to try new things and the ability to adapt to an ever-changing environment is crucial. The position will involve planning and scheduling activities and events, following a budget, marketing, running or coordinating events, and implementing an assessment strategy.

Much of the programming will be focused on children who are out of school for the summer, and a large portion of the programs should focus on promoting different types of literacy, and preventing summer reading slide. Our summer programmers will work closely together and with our programming staff throughout their contract, while also connecting with volunteers, local organizations and the broader community. This position will consist of work in the library and at outreach events.

Competencies, Skills, and Abilities

- Delivering library programs to a range of users.
- Exercise effective judgement and independent decision-making capabilities.
- Ability to design and create thematic displays.
- Strong interpersonal skills, ability to work effectively as a team member, deal with the public, and handle problems as they arise.
- Flexibility, with the ability to adjust priorities and handle multiple projects concurrently.

Duties

- Assist the Program Coordinator with design, set up, and breakdown of events
- Collaborate with the Program Coordinator to create a budget to pay for events, performers or any other extra materials needed to run the program.
- Create a programming plan that includes opportunities to expand multiple forms of literacy. This can take the form of games, storytelling, experiments, nature walks,

contests, the creation of art, booking performers, authors and other artists for events, etc.

- Familiarizing yourself with the collection, paging, checking items in and out, and occasionally assisting other staff with circulation and public facing operational duties (roughly 20-30% of the time).
- Engage and connect with the public, advocate for the library, encourage community, reading and other forms of literacy.
- Monitor the attendance and engagement at all locations, with all programs, and adjust accordingly. Collect and record attendance and other stats.
- Collaborate on effective marketing strategies with the Program Coordinator and marketing staff.
- Adapt plans when weather, health restrictions or other unexpected roadblocks arise.
- Distribute the Summer End Survey and compile the results.
- Write a year-end report.
- Conduct special projects and other related duties as assigned.

Minimum Qualifications

- Excellent oral and written communication skills.
- Ability to lift up to 40 lbs.
- Experience and comfort working with all ages.
- Intermediate Computing Skills.

Assets

- Fluency in an additional language.
- Background in Libraries, Performing Arts, Education, or Social Services.
- Prior work experience(s) running children/youth programs.
- Prior work experience(s) in a customer service or retail setting.

Hours of Work

- Thirty-five (35) hours per week, for 10 weeks, with a tentative start near the end of June.
- Includes Day, Evening and some Weekend Shifts.

Grant Requirements

- Canadian citizen or a permanent resident, or have refugee status in Canada (unfortunately those holding temporary work/student visas or awaiting permanent status are not eligible);
- legally entitled to work in Canada;
- between 15 and 30 years of age at the start of employment;
- willing to commit to the full duration of the work assignment;
- will not have another full-time job (over 30 hours a week) while employed with the program

This position reports to the Program Coordinator.

The wage for this position is \$16.80/hour. Criminal record, vulnerable sector, and child abuse registry checks will be required from the successful candidates.

The Portage la Prairie Regional Library is an equal opportunity employer, and will provide reasonable workplace accommodations.

This position will be open until filled. Only candidates chosen for interviews will be contacted.

If you are interested in this opportunity, email your cover letter and resume to Leah O' Leary: leah@portagelibrary.com

Please indicate if you qualify for Canada Summer Jobs funding.

Location:

40-B Royal Road N
Portage la Prairie, MB

Job type:

Full-time, Hourly, Term

Contact Information

Contact: Leah O'Leary

Phone: 204-857-4271