



Municipality of the District of St. Mary's
Term Position –Seeds of Literacy Program Coordinator

Position title: Seeds of Literacy Program Coordinator
Reports to: Municipal Clerk
Hours: Part Time
Hourly rate: \$14.00 an hour (+ vacation pay)
Term: May 1st 2022 – March 31, 2023

Introduction:

The Municipality of the District of St. Mary's is seeking applicants for a five hour a week Seeds of Literacy Program Coordinator position. The availability of this position is dependent on funding from the province of Nova Scotia. The term is from May 1st, 2022, to March 31st, 2023.

Position Summary:

Working under the direction of the Municipal Clerk, the Seeds of Literacy Program Coordinator will undertake initiatives working to improve literacy skills for youth in St. Mary's.

Duties:

- Organize and deliver the 'Seeds of Literacy Program' throughout St. Mary's
- Work with St. Mary's volunteers to assist youth in developing literacy skills
- Create opportunities for youth to explore books and literacy related activities
- Ensure all programs follow the procedures and policies of the Municipality
- Submit regular program evaluations to the Municipal Clerk
- Help youth select books to borrow
- Organize and maintain the inventory of books

Education/Work Experience:

- Applicant must be of legal working age
- High Five Training would be considered an asset
- Standard First & CPR would be considered an asset.

Skills and special knowledge:

- Experience in coordinating initiatives, project management, planning, evaluation, and working with others.
- Organizational and administrative skills and the ability to multi-task.
- Computer Skills
- Must be able to work independently and as part of team
- Must have strong people skill and experience in dealing with the public
- Must have access to reliable transportation

Application details: Applications will be accepted until 4:00 p.m. on Friday, April 15th, 2022. Resumes and cover letters can be dropped off at the municipal office from 8:30 - 4:00 Monday to Friday, sent to PO Box 296 Sherbrooke, N.S. BoJ 3c0, care of Mallory Fraser, faxed to (902)-522-2309 or emailed to mallory.fraser@saint-marys.ca.