

North Grenville Public Library

Job Title: Summer Program Assistant 2021, North Grenville Public Library (Part-time)

Reports to: Children's Program Coordinator; Manager of Service Delivery

Position Summary:

Each summer, the North Grenville Public Library provides quality programming for families in the community. The Summer Program Assistant will play a key role in the delivery of that programming by helping to plan and lead children in literacy, arts and outdoor learning activities. The Summer Program Assistant may also work on occasion supporting library service delivery, serving a variety of community members and helping them get the resources and information they need.

Please note:

- *We are regularly adapting our programs and services to meet the health and safety requirements of COVID-19, and as a result, the terms for this position could change.*
- *This position is open to students only.*

Qualifications and Skills

- Experience in working with children
- Excellent interpersonal skills, with a customer service orientation
- Aptitude for planning and problem solving
- Comfortable using technology, and in showing others how to use it
- Comfortable using social media and online platforms
- Ability to adapt to a changing and variable environment
- First Aid Certificate
- Vulnerable Sector Check (if over 18 years)

Responsibilities

- Assist the Children's Program Coordinator in the planning and delivery of our children's summer programming using STEAM theory of integrating science, technology, engineering, arts and math into a fun and collaborative way of learning. This includes helping to lead the children in planned activities, preparing program materials, and keeping statistics on program attendance.
- Assist the Manager of Service Delivery with customer service and collection maintenance as needed. This may include helping community members find books / items and use library technology / equipment, checking books in and out, registering new users, renewing books, and shelving.

- Assist with other duties, which may include preparing promotional materials and displays for library programs, monitoring library social media, and possible special projects.

Working Conditions

- General office working conditions
- Some outdoor and online activities
- Dealing with general public and with groups of children ages 0-12
- Position requires lifting up to 10 lb
- May be required to work some evenings/ weekends

This position normally runs for eight consecutive weeks in July and August, 20-25 hours per week at \$14.25 per hour. The start and end date may vary.

Deadline for applications: May 14, 2020 at 5 pm.

If this position sounds like it might be right for you, please send your resume to:

North Grenville Public Library
Attn. Rachel Brown, CEO
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