



Library Career Opportunity

Town of Georgina Human Resources
careers@georgina.ca



Summer Reading Club Assistant

(Job ID# 2019.33ST)

Department: Georgina Public Library
Division: Library
Location: Keswick Library
Status: May 13 – August 30, 2019
Number of Positions: 1
Wage/Salary: \$14.00
Date Posted: March 20, 2019
Date Closing: April 3, 2019

Come work with us!

Employment with Georgina Public Library offers an opportunity to make a positive difference in our community. We are a progressive, forward-thinking organization that is focused on continuous improvement, innovation and providing exceptional customer service. We offer a collaborative team environment and an excellent place to take charge of your career.

Position Purpose:

Assists in the preparation, presentation, and implementation of programs, events, and materials for the Summer Reading Club.

Qualifications:

Grant restriction: applicants must be between ages of 16 years and 30 years, and have completed one year of a relevant university or college program, and be returning to full-time post-secondary studies at the end of the work term; Current Vulnerable Sector Screening; **(See complete job description below for full details).**

How to apply:

Please forward your cover letter and resume in confidence by **April 3, 2019 at 11:59 p.m.**, identifying the job title and ID# **2019.33ST** in the subject line to careers@georgina.ca or in person or by mail to Human Resources, Town of Georgina, 26557 Civic Centre Road, Keswick, ON L4P 3G1

Committed to diversity and a barrier-free environment:

Georgina Public Library is an equal opportunity employer committed to an inclusive, barrier-free recruitment and selection process and as we grow, it's important that our workforce reflect the citizens we serve. We respect, encourage, and celebrate diversity. We will accommodate the needs of applicants under the Ontario Human Rights Code and the Accessibility for Ontarians with Disabilities Act (AODA) throughout all stages of the recruitment and selection process. Please advise the Human Resources Office to ensure your accessibility needs are accommodated throughout this process. Personal information collected will be used in accordance with the Municipal Freedom of Information and Protection of Privacy Act for the purpose of candidate selection.

We thank all candidates for their interest, however only those being considered will be contacted.

**TOWN OF GEORGINA PUBLIC LIBRARIES
JOB DESCRIPTION**

Job Title: Summer Student Reading Club Assistant

Department: Library Services

Division: Children's & Youth Services

Date Prepared: April 4, 2017

Job Grade: 1

PRIMARY FUNCTION:

To assist in the promotion and delivery of the Summer Reading Club program for children up to 12 years old and teenagers 13-18 years old.

SUPERVISION RECEIVED:

Direct: Children's and Youth Services Librarian or designate.

DIRECTION EXERCISED:

None.

WORKING PROCEDURES:

Assists in the preparation, presentation, and implementation of programs, events, and materials for the Summer Reading Club.

Develops and presents various segments of the Summer Reading Club independently.

Assists children in selecting library books (and other materials), and with their book reporting.

Creates displays that feature and emphasize themes being presented.

Maintains statistical records and write a final report for the Summer Reading Club.

Participates in the Town's Health and Safety Program and follows safety practices in work methods and procedures; observes and complies with all relevant Health & Safety regulations.

The above statements reflect the general details considered necessary to describe the principal functions and duties of the position and will not be construed as a detailed job description of the work requirements that may be inherent in the job.

SKILL/KNOWLEDGE REQUIREMENTS:

Grant restriction: applicants must be between ages of 16 years and 30 years, and have completed one year of a relevant university or college program, and be returning to full-time post-secondary

studies at the end of the work term;

Experience working with children in an informal education and recreation setting;

Familiarity with a library, cultural or not for profit organization is considered an asset, as is a background in summer camps;

Friendly, positive and able to communicate well with children of all ages and their care-givers;

Some knowledge of children's books and children's interests;

Interest in preparing posters, displays and other promotional material;

Ability to work well on one's own and with others;

Creativity in motivating children to explore the world of reading;

Excellent oral and written communication skills;

Computer proficiency;

A flexible schedule including the ability to work days, evenings, weekends and/or holidays;

Current Vulnerable Sector Screening;

A valid driver's license or access to transportation in order to commute to various locations for program delivery on a regular basis.

Candidates must also plan to return to full-time post-secondary education upon the completion of your work term.