

JOB DESCRIPTION

LIBRARY SUMMER STUDENT (3 MONTH CONTRACT)

REPORTS TO: Chief Executive Officer

SUBORDINATE POSITIONS: None

SUMMARY OF FUNCTION:

Promote, coordinate and deliver children's programming in the three branches of the Library. Assist Library staff with routine Library duties.

TASKS:

1. Run the summer reading club program for school age children (Readopoly game) including the following:
 - Greet and encourage children to play the reading game, with the goal to participate in the reading game for the summer.
 - Design crafts that support the theme of the reading program; organize necessary supplies for the craft.
 - Identify titles suitable for different levels of reading abilities that support the theme.
 - Create a stimulating display to entice visitors to join the summer reading club program.
2. Market the summer reading club program in area elementary schools through classroom attendance, presentations at school assemblies, posters in the community, reading program brochure, etc.
3. Plan the summer-end party to wrap up the summer reading club program, including the planning of the day's activities, coordination of snacks, and invitations to special guests.
4. Assist Library staff with regular library processes such as circulation duties and shelving of materials.
5. Acts as backup for other Library staff during periods of absence, as required.
6. Performs other duties as required.

SKILL:

- ❑ Possess public relations and interpersonal skills to clarify facts, give information and respond to patrons.
- ❑ Possess computer operation and keyboarding skills, specifically in word processing and use of the Internet.
- ❑ Possess manual skills to operate a variety of office equipment (e.g. computer and peripherals, photocopier, fax machine, etc.)
- ❑ Possess creative skills to design attractive posters and Readopoly displays, and to identify, design and teach crafts.
- ❑ General knowledge of authors and subjects within Library collection and general catalogue searching techniques is desirable.
- ❑ Must enjoy working with children.
- ❑ Must possess a valid driver's license.
- ❑ Must undergo a Vulnerable Sector Screening Check.

EFFORT:

- ❑ May require intermittent lifting.
- ❑ Involves attention to detail

WORKING CONDITIONS:

- ❑ Work week of 35 hours, including some evenings and Saturdays.
- ❑ Working environment contains the usual risks or discomforts, no special safety precautions are required.
- ❑ Travel to three branches is required.

Dated: March 2011

Revised: January 2019