



**JOB POSTING: Children's Program Assistant (Summer Student)**

**DATE: March 1, 2019**

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<b>JOB TITLE/POSITION:</b>	Children's Program Assistant – 2 positions
<b>JOB STATUS:</b>	Summer employment (June 3 to August 30, 2019)
<b>LOCATION:</b>	System-wide positions
<b>HOURS PER WEEK:</b>	35 hours per week
<b>SALARY:</b>	\$14.00 per hour (18 years of age and over) \$13.15 per hour (under 18 years of age)
<b>POSTING DATE:</b>	March 1, 2019
<b>CLOSING DATE:</b>	March 15, 2019

**JOB SUMMARY:**

Under the direction of the Manager, Community Engagement or designated Librarian, performs the following tasks: assists with Barrie Public Library's Summer Reading Club; assists with children's programs in the Children's department; promotes the Summer Reading Club in the community; and other duties as assigned.

**QUALIFICATIONS:**

- Currently pursuing a post-secondary education in library science, early childhood education, education or a related field
- A passion for working with children and a love of reading
- Strong public speaking and presentation skills
- Ability to work in a busy public service department
- Ability to work independently with good attention to detail
- Working knowledge of Microsoft Office and precise data entry skills.
- Must have access to a vehicle and a G Class driver's license
- A Police Record Check, including vulnerable sector screening, is required and is a condition of employment.
- Fluency in French is an asset



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**KEY COMPETENCIES:**

- Customer Service
- Communication
- Collaborative Relationships
- Technology Skills
- Organizational Skills and Productivity
- Learning and Growth Mindset
- Ethics and Values
- Entrepreneurship and Creativity

**DUTIES AND RESPONSIBILITIES**

1. Promote BPL's Summer Reading Club in the community
2. Assist children to play the BPL's Summer Reading Club and help distribute rewards.
3. Work with staff members as a team in meeting the needs of each participant.
4. Assist with craft and activity preparation, set up and clean-up of activity areas.
5. Maintain statistics provided by program users (age, school, etc.).
6. Preparation each morning of desk and activity table(s) to provide a welcoming environment for children and families
7. Tidy book displays, shelf read, assist staff with various clerical tasks.
8. Report concerns, needs, or incidents to Supervisor.
9. Other duties as assigned.

**NOTE:** This position is of interest to students who are planning a career in the library/information field, teaching, early childhood education or literacy.

**WORKING CONDITIONS:**

- This is a system-wide shift position that may be assigned at any Barrie Public Library location.
- This is a public service position and the hours of work may include evenings and weekends.
- Works in compliance with the *Occupational Health and Safety Act* and the *Accessibility for Ontarians with Disabilities Act*, and privacy legislation as required.
- Must be able to withstand the physical demands of the job.



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**OTHER:**

- Barrie Public Library is committed to providing an inclusive, barrier-free environment for job applicants. As an organization, we respect and uphold the requirements set forth under the *Accessibility for Ontarians with Disabilities Act (2005)*. If invited to participate in an interview, please advise us of accommodation measures you may require during our recruitment process. Information received relating to accommodation needs of applicants will be addressed confidentially.
- Personal information is collected under the authority of the Public Libraries Act, R. S. O. 1990, Chap. P.44, section 23, subsection 4 and will be used to determine eligibility for employment.
- For further information visit our website [www.barrielibrary.ca](http://www.barrielibrary.ca).

Those wishing to apply should submit a cover letter and current resume to:

Jane Little  
Manager Human Resources  
Barrie Public Library  
60 Worsley Street  
Barrie, Ontario L4M 1L6

Fax: 705-728-4322

Email: [jobs@barrielibrary.ca](mailto:jobs@barrielibrary.ca)

We thank everyone for their interest, but only candidates selected for interviews will be contacted.