



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

JOB TITLE/POSITION:	Children's Program Assistant – 2 positions
JOB STATUS:	Summer employment (May 15 to August 23, 2024)
LOCATION:	System-wide positions
HOURS PER WEEK:	35 hours per week
SALARY:	\$16.55 per hour
POSTING DATE:	February 12, 2024
CLOSING DATE:	February 26, 2024

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 (SRC); assists with programs both in the library and at outdoor locations. Promotes the online and in-person SRC with school presentations and at various community outreach events, includes 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 for school visits and group presentations
- Ability to engage children and caregivers both inside the library and outdoors at various community locations about the SRC.
- Physical ability to stand for long periods of time, carry loads of 40 pounds, push loaded carts/bins, bend, stretch and kneel. This is a physically demanding job.
- Ability to work independently with strong communication skills and accuracy
- Must demonstrate strong computer and data entry skills
- A Police Record Check, including vulnerable sector screening, is required and is a condition of employment.
- Full fluency in French is an asset.
- Physical aptitude to ride an electric tricycle an asset, training provided.



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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 the Barrie Public Library SRC in the library and in the community
2. Assist children to play the in-person and online Summer Reading Club game and prepare prizes for distribution
3. Work with staff members as a team to meet the reading needs of participants
4. Assist with craft and activity preparation, set up and clean-up of library or outreach locations
5. Provide a welcoming environment for caregivers, children and patrons of all ages with early literacy activities, and technology demonstrations, within the library and the community
6. Submit a Summer Reading Club Final Report and present highlights to Children & Youth Librarian
7. Report concerns, needs, or incidents to Supervisor
8. Other duties as assigned

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



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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.
- This position will require indoor and outdoor work.
- 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.

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.

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

Email: jobs@barrielibrary.ca

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