

Summer Program Assistant

July 3 – August 26 , 8 Weeks, 35 hours per week, \$15.00/hour

Under the direction of the Library Program Team, Summer Program Assistants are primarily responsible for the implementation of the Library's summer reading program, including STEM activities, for children from ages 4 through 12.

Major Duties and Responsibilities

- Ensure the successful implementation of summer reading programs throughout the summer to reinforce literacy skills and interest in reading as an enjoyable lifetime activity
- Supervise and encourage active involvement of participants in the Library's summer reading activities as part of the summer programming team
- Identify weekly themes to create and prepare lesson plans incorporating collaborative STEM activities
- Supervise and monitor program participants, ensuring participant safety and engagement
- Curate summer reading theme book lists and book displays, with the inclusion of materials by diverse authors and topics especially Indigenous, People of Colour, and marginalized people.
- Monitor summer reading supplies and prize items, and recommend when purchasing is required
- Coordinate/organize summer reading events
- Plan, promote, and facilitate the Summer Reading Club wrap up events
- Gathers and records statistics

Qualifications:

- Be between 15 and 30 years of age at the start of the employment.
- Be a Canadian citizen, a permanent resident, or a person who has refugee protection which has been conferred under the Immigrations and Refugee Protection Act and is legally entitled to work according to the relevant provincial/territorial legislation and regulations.

- Have a valid Social Insurance Number at the start of employment and be legally entitled to work in Canada in accordance with relevant provincial or territorial legislation and regulations.
- Complete a successful RCMP Criminal Records Check.
- Have a valid driver's license and/or access to reliable transportation.

Criteria & Skills:

- Enjoy recreational reading and spending time with children
- Must be familiar with and have a working knowledge of hardware like laptops, tablets and smartphones and software like Windows, Android and iOS, and Microsoft Office.
- Ability to work independently with little supervision.
- Comfortable delivering programs to all ages, from small children to seniors.
- Ability to meet deadlines.
- Effective communicator with strong interpersonal skills and written communication.
- Demonstrated experience in dealing with the public and community organizations.
- Strong organizational and leadership skills.
- Willingness to work evenings and weekends.

Please submit resume with cover letter clearly outlining the qualifications and skills you have that match what is outlined above via email to info@ssplibraries.ca by May 26.

We thank all applicants for their interest; however, only those selected for an interview will be contacted.

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