



Summer Programming Assistant (Student) – 3 Vacancies

Under the supervision of the Manager of Programming and Outreach, the Summer Programming Assistant will be a key member of the Programming and Outreach team who will assist in the design and delivery of virtual and/or in-person summer programs for children and teens across our three-branch system. The Summer Programming Assistant will also aid in the promotion, planning and implementation of the TD Summer Reading Club at the library, its branches (both virtual and in person) and within the community.

This position is part of the Canada Summer Jobs Program. The position requirements as outlined by the program are:

- Between 15 and 30 years of age
- Current student intending on returning to school on a full-time basis in September 2024
- Canadian Citizen, permanent resident, or a person identified as a Refugee under the *Immigration and Refugee Protection Act*.
- Legally entitled to work according to the relevant provincial legislation and regulations
- Able to work a variety of hours, including evenings and weekends
- Access to a reliable mode of transportation
- Valid Police Vulnerable Sector Clearance Check (if 18 years of age or older)

The rate of pay for this position is \$16.96 per hour plus OMERS pension is available.

Qualified applicants are encouraged to submit a current resume clearly marked “**Summer Programming Assistant - WPL**” via email to hr@wellandlibrary.ca

Please Note - This position is dependent on funding from the Canada Summer Jobs 2024 Program.

Posting closes at 8:00pm on Wednesday, April 17th, 2024.

The Welland Public Library is an equal opportunity employer that is committed to inclusive, barrier-free recruitment and selection processes. The Welland Public Library is committed to accommodating persons with disabilities. Should you require any accommodations, we will work to meet your needs.

All applications will be held in strict confidence. We thank all applicants, however, only those selected for an interview will be contacted. No phone calls please.

Personal information is collected under the authority of the Municipal Freedom of Information and Protection of Privacy Act and will be used for employment assessment purposes only.

Welland Public Library
Summer Programming Assistant
Job Description

TITLE: Summer Programming Assistant

DEPARTMENT: Programming & Outreach

REPORTS TO: Manager of Programming & Outreach

POSITION AND OBJECTIVE

Under the supervision of the Manager of Programming and Outreach, the Summer Programming Assistant will be a key member of the Programming and Outreach team who will assist in the design and delivery of virtual and/or in-person summer programs for children and teens across our three-branch system. The Summer Programming Assistant will also aid in the promotion, planning and implementation of the TD Summer Reading Club at the library, its branches (both virtual and in person) and within the community.

DUTIES & RESPONSIBILITIES

- 1) Assists in the preparation, presentation, and implementation of programs and events for children and teens.
- 2) Registers children for the TD Summer Reading Club and teens for the summer Teen Reads Club.
- 3) Records reading activities that are reported by TD Summer Reading Club participants
- 4) Keeps relevant TD Summer Reading Club statistics.
- 5) Encourages family literacy through the creation of displays specific to the TD Summer Reading Program.
- 6) May assist with outreach as required.
- 7) Performs other related duties as assigned.

REQUIRED SKILLS & QUALIFICATIONS

- 1) Experienced in, and comfortable with, working with children and youth
- 2) Outstanding organizational and problem solving skills
- 3) Ability to work independently and within a team environment
- 4) Proficient in using Microsoft Office and Google Drive products
- 5) Competent in using video editing apps/software and online tools including Zoom and Microsoft Teams

- 6) Strong communication and writing skills
- 7) Bilingual proficiency is an asset

SUPERVISION

None.

MINIMUM QUALIFICATIONS

- 1) Applicants must fulfill all requirements as outlined by the Canada Summer Jobs Program.
- 2) Was registered as a full-time student during the preceding academic year (2023/24)
- 3) Intends to return to school on a full-time basis during the next academic year (2024/25)
- 4) Is a student in a post-secondary, vocational or technical program
- 5) Is a Canadian Citizen, permanent resident, or person on whom refugee protection has been conferred under the Immigration and Refugee Protection Act (foreign students are not eligible)
- 6) Is legally entitled to work according to the relevant provincial/territorial legislation and regulations
- 7) Has access to a reliable mode of transportation
- 8) A valid Police Vulnerable Sector Clearance Check is required for successful candidates 18 years and older and must be received on or prior to the start date. The police check is obtained at the employee's expense.