



Madawaska Valley Public Library

JOB TITLE: Summer Program Coordinator

REPORTS TO: CEO/HEAD LIBRARIAN

Description

This is a full-time summer position (30 hours per week). The position is responsible for planning and delivering summer programs for children and youth. As needed, it will also include staffing the circulation desk and other library duties as needed. Some evenings and Saturdays may be required.

The successful applicant should enjoy working with children, be creative and have great communication and technology skills.

This position is supported by a Canada Summer Jobs grant. Hiring is dependent on the Library receiving the grant.

To be eligible, the applicant must:

- be between 15 and 30 years of age at the start of the position
- be a Canadian citizen, permanent resident, or person to whom refugee protection has been conferred under the *Immigration and Refugee Protection Act* for the duration of the employment**; and,
- 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.
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This is a full-time, summer position:

- 30 hours per week for 8 weeks,
- starting July 4, 2023
- ending August 29, 2023

Responsibilities

- Provide friendly, helpful and professional service to all patrons
- Developing, promoting and delivering summer programs for children and youth:
 - o Plan engaging summer reading program
 - o Organize program materials
 - o Promote program on social media and other forms of advertising
 - o Deliver program
 - o Engage with children and their care givers
 - o Set up and cleanup program space
 - o Ability to lift boxes



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- Other duties related to programs
- Assist other staff with the planning and delivery of programs for adults and seniors, as needed.
- Assist with general library duties, as required
 - Staffing the front circulation desk, including keeping statistics on visits and front desk income, and using the circulation software.
 - Serving and assisting patrons, including setting up memberships, checking out materials, locating materials, assisting with use of computers, printing, scanning, etc.,
 - Assisting patrons to locating materials, use of computers, printing, scanning, etc.
 - Checking in materials and shelving
 - Processing inter-library loans
 - Processing new materials
 - Opening and closing procedures
 - Performing other duties as requested by the CEO.

Job Specifications

This position is supported by a Canada Summer Jobs grant. Hiring is dependent on budget approval and the Library receiving the grant.

To be eligible, the applicant must

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- be a Canadian citizen, permanent resident, or person to whom refugee protection has been conferred under the *Immigration and Refugee Protection Act* for the duration of the employment**; and,
- 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.

Qualifications

- Excellent customer service skills, friendly and helpful
- Proven leadership experience
- Ability to work independently
- Experience working with children and youth, and enjoys doing so
- Interest in planning and organizing activities and programming
- Good computer skills, including familiarity with Microsoft Office Suite, social media, and Canva
- Above average creative and communication skills
- Ability to meet the physical demands of the position
- Own transportation would be an asset



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The successful candidate will plan, organize and deliver summer programs for children. If you love working with children, are creative and have great communication and technology skills apply in-person, by email or in writing to:

Natalie Barrington, CEO

Madawaska Valley Public Library

P.O. Box 970, 19474 Opeongo Line, Barry's Bay, ON, K0J 1B0

Email: admin@madawaskavalleylibrary.ca

Phone: 613-756-2000

Application deadline: April 17, 2023

Please include a resume and cover letter stating your qualifications, as well as three references. The position is dependent upon budget approval and grants received. Thank you to all applicants however only those selected for an interview will be contacted. Accessibility accommodations are available for all parts of the selection process. Applicants must make their needs known in advance. All information collected will be handled in accordance with the Municipal Freedom of Information and Protection of Privacy Act.

Hiring Policies & Procedures

Accessibility

We are an equal opportunity employer that is committed to inclusive, barrier-free recruitment and selection processes. We are pleased to accommodate individual needs in accordance with the Accessibility for Ontarians with Disabilities Act, 2005. Please advise if you require accommodation at any time during the recruitment process.

Privacy

We will hold your application in strict confidence. Information contained in your application will only be used for the purpose of employment assessment for the position applied for. Personal information provided is in accordance with the Municipal Freedom of Information and Protection Privacy Act.