



Madawaska Valley Public Library

JOB TITLE: Summer Program Assistant
REPORTS TO: CEO/HEAD LIBRARIAN

Description

This is a full-time summer position (33 hours per week). The position is responsible for assisting in the planning and delivering of summer programs for children and youth. The successful candidate will also staff the circulation desk and other library duties. Evenings and Saturdays will be required.

The successful applicant should enjoy working with children, be creative, able to work independently, have great customer service, 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:

- 33 hours per week for 9 weeks,
- starting June 25, 2024
- ending August 24, 2024

Responsibilities

- Provide friendly, helpful, and professional service to all patrons
- Develop, promote, and deliver 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 to a group of children and care givers
 - o Engage with children and their care givers
 - o Set up and cleanup program space
 - o Ability to lift boxes
 - o Other duties related to programs
- Assist with general library duties, as required
 - o Staffing the front circulation desk, including keeping statistics on visits and front desk income, and using the circulation database.



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- Serving and assisting patrons, including setting up memberships, checking out materials, locating materials, assisting with use of computers, printing, scanning, etc.,
- Answering the phone and calling patrons
- Responding to emails regarding program registration
- Checking in materials and shelving
- Processing interlibrary loans
- Processing new materials
- Opening and closing procedures
- Assisting with keeping the library neat, tidy, and organized
- 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

- 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.

Qualifications

- Excellent customer service skills, friendly and helpful
- Proven leadership experience
- Ability to work independently
- Experience working with children and youth, and enjoy 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

Applications

To apply, send a cover letter and resume **before April 15** to:

Natalie Barrington, CEO/Head Librarian

Madawaska Valley Public Library

admin@madawaskavalleylibrary.ca