

Library Program Assistant (Student)

Competition Number: 2022-47

Two (2) Full-time Temporary Position Available

The Springwater Public Library operates three branches (Elmvale, Minesing, and Midhurst) within the Township of Springwater with a population of approximately 20,000 residents. The Library invites applications for a temporary full-time position of Library Program Assistant.

Position Summary

Reporting to the CEO, the Program Assistant will be responsible for assisting with the planning and implementation of programs, including our summer reading program.

Position Responsibilities

The usual responsibilities of the position are as follows:

- Help plan and implement the Summer Reading programs at all branches.
- Create and assist with virtual video programs both in front of and behind the camera.
- Collect and compile data on the Summer Reading Program utilizing our Summer Reading app.
- Perform circulation desk duties (checking in and out of books, shelving, placing holds, assisting patrons).
- Create and implement the Story Walk program around the Township.
- Assist patrons with technical help on devices, computers, and the Internet.
- Help plan and implement programs throughout the summer.
- Perform work on a wide variety of Library tasks.
- Other duties as required

Qualifications and Experience

- Due to the funding requirements for this position, all applicants must be between the ages of 15 and 30 years of age at the start of their employment; a Canadian citizen, permanent resident or person on whom refugee protection has been conferred; and have a valid Social Insurance Number at the start of employment is legally entitled to work according to the provincial regulations.
- Previous experience working with children is required.
- Experience working in customer service is an asset.
- Working knowledge of the internet, computer hardware software, and tablets or devices is required.
- Ability to create and edit videos is an asset.

- Ability to work independently and effectively in a team environment.
- Must possess effective communication skills to provide excellent customer service.
- Ability to maintain discretion and a high degree of confidentiality of information is critical.
- Must be willing to work flexible hours, including Saturdays and some evenings.
- Must be able to work at any branch location (Elmvale, Midhurst, Minesing); this position will require travel between all three branches of the Springwater Public Library.
- As a condition of employment, all applicants must be willing to submit a Criminal Records Search - Vulnerable Sector Screening that is acceptable and in good standing to the Springwater Public Library.

Rate of Pay

The rate of pay for this position is \$15.26 per hour (2022 rate) plus statutory holidays and vacation pay as per the Employment Standards Act.

Please note that this is a temporary contract position until September 3, 2022.

Please note that all summer student positions are contingent on funding.

Hours of Work

This position, with an anticipated start date beginning in June 2022, offers 35 hours a week, including evenings and Saturdays.

How to Apply

Apply online by visiting www.springwater.ca/careers and click on **Apply Now** to submit your cover letter and resume for Competition Number 2022-47.

Closing Date: June 3, 2022.

Note: Applications that are not submitted online will not be considered. All applicants must provide a valid email address for communication purposes. Written correspondence pertaining to this recruitment may be sent to the email address provided. Applicants are responsible for ensuring that they check their email regularly. Personal information is collected under the authority of the *Municipal Act* and is used to determine eligibility for potential employment.

Important: As a condition of hire, all new employees will be required to comply the mandatory COVID-19 Vaccination Policy that is in effect.

The Library thanks all applicants for their interest. Only those candidates selected for an interview will be contacted.

Accessible Accommodations

As an inclusive employer, we are committed to providing a fully accessible recruitment process. Please contact us at any time during the recruitment process and let us know what accessible supports you may need.

About the Library

STPL prides itself on offering outstanding customer service while providing information and entertainment to Springwater residents. STPL operates three physical branches (Elmvale, Midhurst, and Minesing) as well as a robust digital branch consisting of our website, social media platforms, online resources, ebooks, and virtual programs. Springwater is a mix of urban and rural in the centre of Simcoe County, with a population of approximately 20,000 residents.

The Springwater Township Public Library graciously acknowledges that the Government of Canada provides funding for this initiative.