

## **NOTICE OF POSITION VACANCY AN OPENING EXISTS FOR:**



**POSITION:** Summer Learning Programming Assistant – Temporary Position  
**LOCATION:** Middlesex County Library – multiple locations

**PAY RATE:** \$17.20 hourly  
plus 4% vacation pay – no other benefits

**HOURS OF WORK:** 11 weeks (June 9 – August 22) – 35 hours per week. Schedule is primarily Monday to Friday, 8:30am-4:30 pm; some evenings and Saturdays will be required.

**NOTE:** Position requires valid driver's license and access to a vehicle. This position is funded through the Young Canada Works program.

### **ELIGIBILITY REQUIREMENTS:**

Applicants must:

- Be a Canadian citizen or permanent resident, or have refugee status in Canada;
- Be legally entitled to work in Canada;
- Be between 16 and 30 years of age at the start of employment;
- Meet the specific eligibility criteria of the program;
- Be registered in the Young Canada Works (YCW) online candidate inventory;
- Be willing to commit to the full duration of the work assignment; and
- Not have another full-time job during the YCW work assignment.

### **POSITION DESCRIPTION:**

Please refer to the Job Description available on the website [www.middlesex.ca](http://www.middlesex.ca)

Your resume plus a letter indicating why you are interested in the position will be accepted by the undersigned up to:

12:00 noon on Monday, April 28<sup>th</sup>, **via email only** to [lbrock@middlesex.ca](mailto:lbrock@middlesex.ca)

You will receive a return email acknowledging receipt. Following this, only applicants selected for interviewing will be contacted.

Lindsay Brock  
County Librarian/CEO  
Middlesex County Library Board

Middlesex County is an equal opportunity employer. Accommodations are available for all parts of the recruitment process. Applicants need to make their needs known in advance. Accessible formats or communication supports are available upon request. Please contact Lindsay Brock, Director of Library Services/CEO, 519-245-8237 x 4022.

Posted Monday, April 14<sup>th</sup>, 2025

# CORPORATION OF THE COUNTY OF MIDDLESEX

## POSITION DESCRIPTION

<b>Title:</b>	Summer Learning Programming Assistant
<b>Department:</b>	Library
<b>Reports to:</b>	Director of Library Services/CEO
<b>Positions Supervised:</b>	0
<b>Effective Date:</b>	May 2022
<b>Authorized:</b>	Director of Library Services/CEO

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### POSITION SUMMARY

Under the direction of the Director of Library Services/CEO, assists in implementing the library's summer programming, conducts children's programs, teaches computer and technology skills to library users (particularly seniors and people seeking employment), assists in promoting programs to the community, participates in community events, and assists in statistical reporting and evaluation.

This position is funded through the Young Canada Works program. Applicants must: be a Canadian citizen or permanent resident, or have refugee status in Canada; be legally entitled to work in Canada; be between 16 and 30 years of age at the start of employment; meet the specific eligibility criteria of the program; be registered in the Young Canada Works (YCW) online candidate inventory; be willing to commit to the full duration of the work assignment; and not have another full-time job during the YCW work assignment.

### PRINCIPAL RESPONSIBILITIES

1. Assists library staff in planning and conducting a wide variety of summer literacy programs.
2. Plans, prepares and delivers literacy based activities for children and teens.
3. Assists with outreach programs in the community to publicize summer reading and other library services.
4. Participates in the execution of the library's Tales and Trails storytelling project – connecting with community groups and organizations, creating materials, and updating the installations.
5. Compile statistics and reports, and create publicity materials.
6. Other library support duties as required (e.g. shelving books, directing library patrons, delivering program materials, etc).

### PHYSICAL REQUIREMENTS

Regular lifting up to 25 lbs and occasional lifting up to 35 lbs; standing, reaching, squatting required to re-shelve books, run programs and to assist patrons.

## **MINIMUM QUALIFICATIONS**

1. Secondary school graduation;
2. Ability to work independently;
3. Must be willing to commit to the full duration of the work assignment;
4. Good general knowledge of library services and collections;
5. Demonstrated enthusiasm for children's programming and activities is an asset;
6. Excellent oral and written English language skills, and interpersonal communication skills;
7. Availability to work days, evenings and Saturdays as required;
8. Valid driver's license, good driving record, and access to a vehicle.