

NOTICE OF POSITION VACANCY AN OPENING EXISTS FOR:



POSITION: Summer Programming and Literacy Worker – Temporary Position
LOCATION: Library Headquarters and Branch Locations throughout Middlesex County

PAY RATE: \$14.00 per hour
This position also receives 4% vacation pay

HOURS OF WORK: Eight week position (Estimated start date June 25) – 30 hours per week. Schedule is primarily Monday to Friday, 10-4:30; some evenings and Saturdays will be required.

ELIGIBILITY

REQUIREMENTS: Candidates must be between the ages of 15 and 30 at the start of employment; Candidates must have been registered as full-time students in the previous academic year and intend to return to school on a full-time basis in the next academic year. This position requires travel throughout Middlesex County (mileage compensation will be provided) – the successful candidate must have regular access to a vehicle.

POSITION DESCRIPTION:

Please refer to the Job Description available on the website – library.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, May 21st, 2018, **via email only** to lbrock@middlesex.ca

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

Lindsay Brock
Director of Library Services
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, 519-245-8237 x 4022.

Posted Wednesday May 9 2018

CORPORATION OF THE COUNTY OF MIDDLESEX

POSITION DESCRIPTION

Title:	Summer Programming and Literacy Worker
Department:	Library
Reports to:	County Librarian/CEO
Positions Supervised:	0
Effective Date:	May 2018
Authorized:	Director of Library Services

POSITION SUMMARY

Under the direction of the Director of Library Services, assists in implementing the library's Summer Reading Club program, 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.

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. Teach computer technology skills to library users, via one-on-one instruction or in a group setting.
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. Candidates must be between the ages of 15 and 30 at the start of employment;
2. Candidates must have been registered as full-time students in the previous academic year and intend to return to school on a full-time basis in the next academic year;
3. Good general knowledge of library services and collections.
4. Demonstrated enthusiasm for children's programming and activities is an asset;
5. Excellent oral and written English language skills, and interpersonal communication skills;

6. Strong understanding of computer applications and devices (tablets, smartphones, eReaders, etc), and the ability to provide computer and technology instruction and support to various ages and skill levels;
7. Availability to work days, evenings and Saturdays as required;
8. Valid driver's license, good driving record, and access to a vehicle.