

SUMMER STUDENT ASSISTANT (2 Positions Available)

East Gwillimbury Public Library

Location

Holland Landing Branch
19513 Yonge Street
Holland Landing, Ontario

Mount Albert Branch
19300 Centre Street
Mount Albert, Ontario

Position Summary

- Planning and implementing programs for children ages six and up as part of the TD Summer Reading Club
- Implementing all summer reading clubs for children, tweens and teens
- Liaising with outside programmers
- Coordinating and disseminating outreach and publicity in the community
- Scheduling and instructing teen volunteers as part of the Summer Reading program
- Performing special projects designed to further the Library's Core Goals under the current Strategic Plan
- Scheduling and instructing internet tutorial sessions for adults

Qualifications

- Must be attending college or university in Fall 2018
- Students in Library, Teaching, or Early Education friends are preferred
- Strong customer service, communication, organization and research skills
- Prior experience working with groups of children, such as theatre or camp experience, preferred
- Valid Driver's License and transportation required

Working Conditions

Hourly Rate: \$15

Status: 12 week full time position: June 4 to August 24, 2018

Schedule: Monday—Friday, but Saturdays and evenings may be required; travel between branches may be required

Deadline 4:00 p.m. Friday, April 20, 2018

How and Where to Apply

Please provide a covering letter and resume marked CONFIDENTIAL and addressed to:

Angela Ramsey
Manager, Programs & Community Engagement
East Gwillimbury Public Library
P.O. Box 1609, 19513 Yonge Street

Holland Landing, ON
L9N 1P2
Email: aramsey@egpl.ca

Additional Comments:

East Gwillimbury Public Library is committed to creating a respectful and inclusive environment that accommodates all individuals, including those with disabilities. We support the principles of the Accessibility for Ontarians with Disabilities Act (AODA) and have established policies, procedures, and practices which adhere to the accessibility standards of the AODA. Should you require any accommodation throughout the recruitment process please notify the contact person identified in this posting.

We thank all applicants for their interest, however only those being considered for an interview will be contacted. Personal information is collected in accordance with the *Municipal Freedom of Information and Protection of Personal Privacy Act* and will only be used for candidate selection.