

Bonnechere Union Public Library

SUMMER LIBRARY ASSISTANT

Job Details

35 hours/week, 8 week contract.

Start date: June 27, 2022

End date: August 26, 2022

CA\$15/hour

Job Description

The ideal candidate will have:

- Excellent interpersonal and customer service skills.
- The ability to multitask, work competently on their own and cooperatively with others.
- Thorough knowledge of digital media and resources - Good working knowledge of computers and Office software.
- Ability to assist and instruct in the use of electronic materials, resources and equipment.
- Ability to monitor and evaluate projects and programs.
- Critical thinking and problem-solving abilities

Duties

- Help plan, organize, and run library programs during our busiest months in spring and summer; the library offers the TD Summer Reading Club each summer to our community members. This program aides in the prevention of the "summer slide", a phrase used to describe the slide backward in math and reading skills many children experience during the summer break
- Oversee all literacy programs for school aged children and those about to enter kindergarten. Programs will include crafts, story times, engaging participants in conversations about what they have read, and creating dynamic relationships with each child to encourage a love of reading and create an environment that fosters life-long learning.
- The primary duties will include planning and conducting story times and related activities; conducting special programs like movie nights, book talks and game days; advertise programs and assist in keeping a log of programming information.
- Other library duties as required (e.g. working the circulation desk, helping patrons, answering the phone, shelving books).

Candidates must be available to work the entire 8-week duration of the contract and between 15 and 30 years of age and legally entitled to work in Canada. Knowledge of library environment and processes is preferred. Deadline for submitting a letter of

interest and resume – **June 3, 2022**. Applicants must submit their resume and cover letter (Word doc or pdf) to Susan Artymko, ceo@bonnechereupl.com. Please have “Summer Student” in the subject line. The library thanks all applicants for their interest, however only those selected for an interview will be contacted. The Bonnechere Union Public Library is pleased to accommodate individual needs in accordance with the Accessibility of Ontarians with Disabilities Act, 2005 (AODA). If contacted regarding this competition, please advise Susan Artymko, CEO (ceo@bonnechereupl.com) of accommodation measures you may require during the selection process.