

05/18/18

**Brockville Public Library
Job Description**

JOB TITLE: Summer Programming and Outreach Assistant (part-time term)

REPORTS TO: Chief Executive Officer

SUPERVISOR: Youth Engagement Coordinator

CONTRACT POSITION SUMMARY

The Brockville Public Library (BPL) offers summer programming for children birth to 12 years of age. The Summer Programming Assistant will help coordinate summer activities to encourage the enjoyment of reading by engaging families with children in fun and literacy-based activities.

RESPONSIBILITIES

1. Deliver the children's summer programs in coordination with the Youth Engagement Coordinator.
2. Promote the scheduled programs and events to the community using different marketing media, both print and social.
3. Assist children and their caregivers in locating resources to empower reading and literacy; this includes creating displays.
4. Collect and analyze program data, including participants' feedback through program evaluation forms and program attendance numbers.
5. Work on the service desk as required.
6. Perform other related duties as may be assigned.

ELIGIBILITY AND REQUIRED SKILLS

1. Candidates must be 15 to 30 years of age who are full-time students intending to return to full-time studies in the next school year
2. Preferred fields of study will include early childhood education, teaching, librarianship, social work, or a child-centered focus in health care
3. Experience working with children from birth to 12 years of age
4. Creative with programming and marketing experience
5. Computer skills, including word processing, information searching and retrieval using a variety of sources (library catalogue, databases), social networking tools

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6. Strong oral and written communication skills
7. Excellent interpersonal and team-oriented workplace skills

WORKING CONDITIONS

1. General office working conditions.
2. Interaction with the general public.
3. Defined schedule per week; day, evening and weekend service shifts required.
4. Position requires lifting – 15lbs.

revised May 2018