

**JOB TITLE:** Summer Program Assistant

**HOURS OF WORK:** 30 hours per week

**RATE OF PAY:** \$15.25 per hour

**APPLICATION DUE DATE:** June 5, 2020

**START & END DATE:** June 15 – August 14, 2020

### **POSITION SUMMARY**

In partnership with the Manager of Community Outreach and Programs, you will help plan, promote and administer library programs throughout the summer. Your focus will be on children's and adult programming virtual and in-person, as health guidelines allow, including the TD Summer Reading Club, creating videos to promote library services, and contributing to social media posts.

### **QUALIFICATIONS**

- Early Childhood Educator diploma preferred, secondary school diploma, or approved equivalent combination of education and experience.
- Two (2) previous positions with relevant experience working with children and youth.
- Proven excellence in customer service.
- Aptitude for problem solving.
- Demonstrates excellent oral and written communication.
- Displays excellent interpersonal and team oriented workplace skills

### **RESPONSIBILITIES**

#### **Program delivery:**

- Plan and deliver high quality programming that patrons and visitors have come to expect and appreciate at Rideau Lakes Public Library.
- Provide our patrons or clients with a memorable experience when they participate in a library program.
- Meet the needs of our community and encourage feedback to continually improve our client service.

#### **Communication:**

- Interact verbally with children, youth, parents, adults and seniors in online environments and potentially in branches at the library.
- Use the phone or emails participants to remind them about attending events.
- Use Web tools and social networking to engage with and provide services to users.

#### **Digital:**

- Use a digital calendar for developing a work-plan and scheduling shifts and events.
- Create and edit video clips to support library programs and services.

- Post to social media and website to promote programs.
- Develop advertising through digital media such as posters, flyers and newsletters.

**Teamwork:**

- Work in partnership mainly with the Manager of Programs and Community Outreach as well as other staff and volunteers at the library to assist in the promotion and delivery of programs.
- Advertising, setting up, running and cleaning up after programs needs many hands so coordinating volunteers and staff as needed to help run programs.

**WORKING CONDITIONS**

- General office working conditions.
- May involve interacting on a limited basis, with the general public, using strict health and safety procedures.
- Position requires lifting 15 lbs
- May be required to work evenings and weekends

To apply, please email Vicki Stevenson at [vicki@rlpl.ca](mailto:vicki@rlpl.ca) before 12:00 p.m. on Friday June 5, 2020.

The Rideau Lakes Public Library is an equal opportunity employer committed to diversity and inclusion. We encourage qualified applicants to apply and will accommodate the needs to qualify applicants under the Human Rights Code in all parts of the hiring process. Alternative formats of this document are available upon request. Please contact call 613-359-5334 to request an alternate format.

Thank you for your interest in this position. Please note that we will only contact those candidates chosen for an interview.