

JOB TITLE:	Library Assistant
HOURS OF WORK:	30 hours per week
RATE OF PAY:	\$16.00 per hour
APPLICATION DUE DATE:	June 7, 2022
START & END DATE:	June 27 – August 19, 2022

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 in-person and virtual 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 branches at the library, outside at parks and potentially in online environments.
- Use online tools, phone or email 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 as well as outdoor environments.
- May involve interacting with the general public in both indoor and outdoor settings following any required 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 before 4:00 p.m. on Tuesday June 7, 2022.

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.