

# HALTON HILLS PUBLIC LIBRARY

Imagination | Innovation | Opportunity

**Career Opportunity:**                    **Halton Hills Public Library**  
**Children's and Youth Services**

## **Two (2) summer student positions: Summer Program Coordinator**

The Halton Hills Public Library is seeking two (2) energetic, outgoing, customer service-oriented team players who are excited about working with families, children, and youth. If you have exceptional interpersonal skills, an interest in creative programming for children, and are motivated to be an integral part of our Children's and Youth Services team this summer, we would like to hear from you.

### **Summer Program Coordinator:**

The incumbents facilitate the Summer Reading Club, where they will help build literacy skills in children. The incumbents will plan, promote, conduct and evaluate high-quality literacy and STEAM (Science, Technology, Engineering, Arts and Math) programs for children during the summer months. The incumbents begin working in the Georgetown Branch. In July, one position will move to the Acton Branch. Both positions will report to the Children's Services Librarian and the Youth Services Librarian.

### **Position Details**

- Promote the Summer Reading Club in the community and register new participants
- Plan, conduct and evaluate creative, cultural, dynamic, innovative, STEAM, and literacy-building programs for children, youth, and caregivers, as well as programs on current technologies.
- Engage in reading related conversations with Summer Reading Club members
- Represent the Library at outside events and to community organizations (e.g. local events, schools, community centres)
- Plan, design and replenish displays
- Perform other job related duties

### **Qualifications**

This is a Canada Summer Jobs grant position and is open to youth aged 15 – 30.

### ***Essential***

- College or university student, preferably in a library, creative, technological, or child/youth-related field
- Applicants must demonstrate the desire and the capability to work with children of all ages, have a passion for reading, and a desire to impart this skill to children
- Experience with STEAM programming will be an asset
- Well-developed programming and presentation skills
- Valid driver's license
- Must be organized with excellent attention to detail
- Familiarity with office software

- Able to accommodate a variable schedule
- Able to organize time efficiently
- Problem-solving skills
- Ability to interact pleasantly and courteously
- Outgoing with strong social skills
- Strong English written and oral communication skills
- Vulnerable sector screening

**Hours:**

- 35 hours per week
- Includes evenings and weekends
- Tuesday to Saturday, may include some Mondays

**Location:**

The incumbents begin working in the Georgetown Branch. In July, one position will begin working out of the Acton Branch. Both positions report to the Children's Services Librarian and Youth Services Librarian.

**Salary:** \$15.29/hour

**Application deadline:** Tuesday, April 30th, 2019 at 5:00 p.m.

**Start and End Dates:** Thursday, May 30th until Saturday, August 24th (13 weeks)

**To Apply:**

Qualified candidates may submit a detailed cover letter and resume in confidence to the Library by 5:00 p.m., April 30, 2019. Those candidates offered an interview will be required to provide the names and contact information of three references at that time.

**Please identify the title of the position that you are applying for in your cover letter and in the subject line of your email.**

Please apply using **one** method of application below.

**Email** (preferred): [barb.elliott@haltonhills.ca](mailto:barb.elliott@haltonhills.ca)

**Mail:**

Barb Elliott, Executive Assistant  
 Halton Hills Public Library  
 9 Church St.  
 Georgetown, ON  
 L7G 2A3  
 RE: Summer Program Coordinator

We thank all those who apply, but please be advised that only those applicants selected for an interview will be contacted.

These positions are dependent on the successful receipt of a federal grant and therefore some details may be subject to change.

The Halton Hills Public Library is an equal opportunity employer. Accommodations are available for all parts of the recruitment process. If contacted for an interview, please advise

the Human Resources staff of any measures you feel you need to enable you to be assessed in a fair and equitable manner. Information received relating to accommodation measures will be addressed confidentially.