

POSITION TITLE: Summer Reading Game Assistant, Youth Services

POSTING TYPE: Internal and External



At the heart of a vibrant urban/rural community of 99,225, Strathcona County Library (SCL) encourages literacy and lifelong learning, fosters community connections, and offers programs and services that inform, engage, and entertain. SCL provides excellent and accessible services from our Central Library in the Community Centre, our award-winning Bookmobile, and via satellite return centres located throughout the community. Opportunities abound to provide creative programs and services for young families, engaged seniors and all of the age groups in between. We offer a strongly collaborative team-based environment and the flexibility to maintain a good work/life balance.

EMPLOYMENT TERMS

This is an hourly (non-permanent), 35 hours a week position working under the joint supervision of the Virtual Services Librarian and the Manager of Youth Services. The position involves working a variety of shifts including weekdays, and occasional evenings and weekends.

Start/End Date: The position runs for a period of 10 weeks from June 22, 2022 to August 30, 2022.

Hourly rate: \$19.88 per hour, paid on a bi-weekly basis.

DUTIES AND RESPONSIBILITIES

Assist with the delivery of the summer reading game for children by:

- Providing patron assistance at the game board
- Scheduling and providing support and feedback for teen volunteers
- Ensuring that game supplies and prizes are always available at the game
- Preparing posters and notices
- Maintaining required statistics for the reading program
- Assisting with other department routines and programs
- Other duties as required

MINIMUM QUALIFICATIONS

- Must have completed Grade 12 by June 30, 2022 and be enrolled in a post-secondary program for the fall of 2022
- Exceptional customer service skills are required

KNOWLEDGE, SKILLS, EXPERIENCE AND TRAINING

- Work experience in a library setting is desirable
- Experience working with the public, especially with children and teens is desirable
- Experience with computers in the areas of graphics and word processing is desirable

APPLICATION DETAILS

Deadline: 9:00 am Monday, May 16, 2022

Interested applicants are invited to submit a cover letter and résumé by e-mail to:

Rebecca Kirkey

Human Resources Specialist

Strathcona County Library

rkirkey@sclibrary.ca

Please include the position title(s) and department(s) you are applying for in your email subject line and cover letter.

Thank you for your interest in Strathcona County Library. We only contact candidates selected for interviews.

This competition may be used to fill future vacancies for similar positions within the next 6 months.

For more information visit Strathcona County Library website: <https://sclibrary.ca>