

Position Title: Summer Reading Game Assistant, Bookmobile Services Department
Posting Type: Internal and External



At the heart of a vibrant urban/rural community of 100,000, 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. We are committed to fostering the principles of equity, diversity, and inclusion within our workforce and community. We welcome and encourage all qualified applicants.

Employment Terms

This is a non-permanent hourly, 35 hours a week position. The position involves working a variety of shifts including weekdays, evenings, and weekends.

Hourly Pay Rate: \$20.89 per hour, paid bi-weekly

Start/End Date: The position runs for a period of 10 weeks from June 19, 2024 to August 27, 2024.

Reports to: Bookmobile Services Specialist, Bookmobile Services

Who we are looking for

We are looking for an enthusiastic individual who enjoys working with children and teens in a busy environment. Strong organizational, communication, and customer service skills are needed to help organize and oversee our children's summer reading games and teen summer challenge.

Duties and Responsibilities

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

- Providing patron assistance at the game board
- Ensuring that game supplies and prizes are always available at the game
- Preparing posters and notices
- Maintaining required statistics for the reading program
- Assisting children in selecting materials to read, view, or listen to

Support department activities by:

- Planning and providing activities for children at special events
- Assisting with other department tasks and projects, as needed

Minimum Qualifications

- Must have completed Grade 12 or GED by June. Preference will be given to those enrolled in a post-secondary program in the fall
- Exceptional customer service and teamwork skills are required

Knowledge, Skills, Experience and Training

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

Application Details

Deadline: 9:00 AM May 13, 2024

Interested applicants are invited to submit a PDF cover letter and résumé with your first and last name in the title by e-mail to: recruitment@sclibrary.ca

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

Equivalencies of education and experience may be considered. Strathcona County Library is committed to job equity and we encourage all qualified candidates to apply.

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

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

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