

**Position Title: Summer Reading Game Assistant, Youth 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, and some 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: Manager, Youth 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**

Assists 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 promotional handouts
- Maintaining required statistics for the reading program
- Assisting with other department routines and programs

**Minimum Qualifications**

- Must have completed Grade 12 or GED by June 2024. 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 with children and teens
- Strong communication skills and ability to connect with and support teens
- Experience with computers, especially in the areas of Microsoft Office and Google applications

**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](mailto: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/>*