



**Township of Douro-Dummer
Public Library
Job Description**

POSITION TITLE: Summer Program Assistant – SUMMER STUDENT POSITION

DEPARTMENTS: Library

REPORTS TO: Library CEO

DATE REVISED: May 2023

POSITION SUMMARY

Under the guidance of the Library CEO, the Summer Program Assistant will develop and deliver summer programming to community members of all ages, as well as have the opportunity to assist in all areas of public library service delivery. This is a part time (up to 20 hours per week) contract of 9-12 weeks, and pays \$15.50 per hour.

RESPONSIBILITIES

- Assist with the development and delivery of programming for community members of all ages
- Recruit participants to the Summer Reading Club Program, distribute reading tracking materials, record program statistics, and manage the distribution of prizes
- Assist with service/circulation desk operations as required (including check-ins; check-outs; new patron registration; calling patrons with overdue materials or holds availabilities; interlibrary loan requests; etc.).
- Provide patrons with information about the library and its services; provide readers' advisory; reference services, and assist users with computer access.
- Work on the physical maintenance and upkeep of the collection, including, but not limited to shelving on a regular basis, shelf-reading as necessary and general tidying of all areas of the library.

- Assist in updating the literacy kit program
- Reconcile cash transaction (fines, donations, out of town library card fees, etc.)
- Assist with the creation of marketing materials
- Perform other duties as required

WORKING RELATIONSHIPS

Internal: Library Staff
 Library Volunteers
 Township Staff

External: General Public
 Ratepayers

QUALIFICATIONS

Qualified applicants must be:

- Currently enrolled in a secondary or post-secondary institution or within 6 months of graduation and be at least 15 years of age
- Residents of Ontario during the period of employment
- Eligible to work in Canada and have a SIN

SKILLS, COMPETENCIES

- Strong organizational ability
- Customer service acumen
- Experience delivering community programming
- Ability to work independently as well as part of a team
- Strong computer/technical expertise
- Ability to troubleshoot and problem solve
- Strong oral and written communication skills
- Exceptional attention to detail
- Ability to work days, evenings and weekends
- Reliable transportation to the Douro Dummer Public Library for shifts
- A clear vulnerable sector police check if over the age of 18

WORKING CONDITIONS

Typical climate-controlled office environment with standard weekday office hours, including evenings and weekends. Work activities require visual and mental concentration for intermediate durations of time. Extended periods of time spent keyboarding and working on a computer. Occasional lifting and carrying of items weighing less than 30 lbs (i.e. boxes of books).

Please note: The above statement reflects the general details considered necessary to describe the principal functions of the job identified and shall not be considered as a conclusive description of all work required in the position. This job description may be subject to change to meet organizational, resident or operational requirements.