



Summer Program Leader

The Grey Highlands Public Library is looking for a dynamic, creative, and responsible senior secondary or post-secondary student to assist with the creation, organization, and implementation of the library's summer programs, including the TD Summer Reading Club program. Under the supervision of the CEO and the Library Assistant - Children's & Youth Services, the Summer Program Leader will help plan and facilitate a variety of programs for children, youth, and families.

Duties and Responsibilities

- Plan and run weekly programs for children, youth, and families, including Storytime and the TD Summer Reading Club.
- Provide outreach in coordination with other community celebrations and special events (e.g. Canada Day, Flesherton Fling, Farmer's Market, etc.).
- Assist with the management of the TD Summer Reading Club program: registration, material distribution, reporting, etc.
- Be responsible for the setup and clean-up before and after each activity.
- Ensure all materials are put away and programming areas are left neat and clean.
- Connect with local schools and teachers to facilitate classroom and/or library visits to promote library services and summer programming.
- Assist with creation and distribution of print and digital marketing content.
- Capture and edit photographs and/or videos before, during, and after programming for use on social media platforms, news releases, and the Grey Highlands Cultural Channel.
- Provide general computer/technical support for children, youth, and families.
- Perform other duties as assigned.

Assets & Skills

The successful candidate will:

- Have experience working with children and youth aged 0-12.
- Demonstrative communication and leadership skills.
- Possess excellent organizational skills.
- Be competent with technology and some application software (Microsoft Office, e-mail).

Candidates Must:

- Be between 15 and 30 years of age.
- Have own transportation and be willing to travel to library branches located in Flesherton, Kimberley, and Markdale.
- Have a clear vulnerable sector police check.

Terms of Employment

- Start Date: June 18th, 2019
- Hours of work: 35 hours per week, including evening and weekend shifts (Tuesday – Saturday).

Application Information

Submit resume with covering letter by e-mail to:

Wilda Allen, CEO, Grey Highlands Public Library

Subject: Summer Student Position

Email: allenw@greyhighlands.ca

Or mail: Box 280, Flesherton, ON NOC 1E0

Deadline for applications: Friday, May 24th, 2019

We would like to take this opportunity to thank all applicants. Only those candidates selected for interviews will be contacted.

The Municipality of Grey Highlands is an equal opportunity employer. Accommodations are available for all parts of the recruitment process. Applicants need to make their needs known in advance. This document can be made available in other accessible formats as soon as practicable and upon request. Any personal information submitted will be managed in accordance with the requirements of the Municipal Freedom of Information and Protection of Privacy Act, and will be used only to determine eligibility for employment. Based on the nature of the position, pre-employment screening may be required including but not limited to; Criminal Record Searches, Financial Credit Inquiries; Educational and Credential Verification; Driver's Abstracts; Drug/Alcohol Testing; Pre-Medical Testing and Investigative Employment References.