



## Job Opportunity

### (Virtual) Summer Program Leader

The Grey Highlands Public Library is looking for a creative, and responsible senior secondary or post-secondary student to assist with the creation, organization, and implementation of the library's virtual summer programs, including the TD Summer Reading Club program. Working with 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 in a virtual setting.

#### Duties and Responsibilities

Assist with:

- Planning and running of weekly virtual programs for children, youth.
- Management of the online TD Summer Reading Club program: registration, material distribution, reporting, etc.
- Publicity, marketing to promote programs.
- Capture and edit of photographs and/or videos before, during, and after programming for use on social media platforms, news releases, and the Grey Highlands Cultural Channel.

#### Assets and Skills

The successful candidate will:

- Have experience working with children and youth aged 0-12.
- Possess excellent organizational skills and initiative (working at home).
- Proficiency with virtual conferencing software (Zoom, Google Hangouts)
- Experience with graphics software (Powerpoint, Publisher, Canva)
- Comfortable with video and audio recording equipment, and YouTube
- Familiarity with social media and content management tools (Hootsuite)

\*Complete job description on our website: [www.greyhighlandspubliclibrary.com](http://www.greyhighlandspubliclibrary.com)

#### Candidates Must:

- Be between 15 and 30 years of age.
- Have own transportation for weekly meetings with supervisor **on site**.

#### Terms of Employment:

- Start Date: June 15<sup>th</sup>, 2021.
- Hours of work: 30-35 hours per week, Monday – Saturday (may include evenings).
- Wage- \$16.12 per hour

#### Application Information

Submit resume with cover letter by e-mail to:

Wilda Allen, CEO, Grey Highlands Public Library

**Subject:** Summer Student Position

**Email:** [allenw@greyhighlands.ca](mailto:allenw@greyhighlands.ca)

Or mail: Box 280 ,Flesherton, ON N0C 1E0

**Deadline for applications: Monday, May 24<sup>th</sup>, 2021**

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 a Police Vulnerable Sector check.