

SUMMER STUDENT ASSISTANT (2 Positions Available)
East Gwillimbury Public Library



Locations

Holland Landing Branch
19513 Yonge Street
Holland Landing, Ontario

Mount Albert Branch
19300 Centre Street
Mount Albert, Ontario

Position Summary

- Planning and implementing programs for children ages six and up as part of the Library's annual TD Summer Reading Club.
- Running summer programs for children, tweens, and teens.
- Representing the Library at various community outreach events.
- Liaising with external programmers.
- Coordinating and disseminating outreach and publicity in the community.
- Creating library marketing materials as needed.
- Scheduling and instructing teen volunteers as part of the TD Summer Reading Club.
- Participating in special projects designed to further the Library's goals under the current Strategic Plan.
- Supporting digital literacy programming as needed.

Qualifications

- Must be attending college or university in Fall 2023.
- Students in Library, Teaching, or Early Education fields are preferred.
- Strong customer service, communication, digital literacy, organization, and research skills.
- Prior experience working with groups of children, such as theatre or camp experience, preferred.
- Ability to adapt and thrive in a changing environment.
- Travel between branches will be required.

Working Conditions

Hourly Rate: \$19.00 per hour

Status: 12-weeks, full-time (Monday, May 29 to Friday, August 18, 2023)

Schedule: Monday to Friday; Saturdays and evenings may be required.

How to Apply

Please provide a covering letter and resume marked CONFIDENTIAL and addressed to:

Aysha Khan, Coordinator, Administrative Services
East Gwillimbury Public Library
19513 Yonge Street, Holland Landing, ON, L9N 1P2
Email: jobs@egpl.ca

Deadline: Friday, March 17, 2023 @ 5:00 p.m.

Additional Comments:

East Gwillimbury Public Library is committed to creating a respectful and inclusive environment that accommodates all individuals, including those with disabilities. We support the principles of the Accessibility for Ontarians with Disabilities Act (AODA) and have established policies, procedures, and practices which adhere to the accessibility standards of the AODA. Should you require any accommodation throughout the recruitment process please notify the contact person identified in this posting.

We thank all applicants for their interest; however, only those being considered for an interview will be contacted. Personal information is collected in accordance with the *Municipal Freedom of Information and Protection of Personal Privacy Act* and will only be used for candidate selection.