

Summer Programme Assistant (funded by Young Canada Works) at Hanover Public Library.

Hanover Public Library is a busy community library serving a rural town of 7,500 residents. The library is open seven days a week, until 8 pm most weekdays. Working hours for the Programme Assistant will be varied and may include some evenings and weekends.

Duties and responsibilities:

- Assist with the annual Summer Reading Club for children and young teens.
- Teach computer technology skills to library users, particularly seniors.
- Assist with Canada 150th Anniversary celebrations, our annual Sights and Sounds Festival and recording oral history for local heritage.

The summer workers will assist in preparing programme activities and organizing events, and will present regular activities for children and young teens. They will work directly with children, design and run programmes, help them to take part in activities, select books and track their reading.

The YCW workers will provide help and computer training for people in our community who want to gain or improve digital literacy and technology skills, including using devices; learning Apple, Android and Windows; using the Internet and apps. They may also design and provide classes for clients at seniors' care and community living facilities.

They will contribute to our cultural programme by helping with the library contribution to the Canada 150 celebrations and annual Sights & Sounds Festival in partnership with local groups, and work with the Heritage Committee on local history projects.

Our preferred candidates:

Must have some experience working with children and seniors.

Must be patient and calm and able to communicate well and teach people of all ages.

Must have excellent computer skills; familiar with Internet services, social media, and with a variety of electronic devices.

Must possess good time management and organizational skills, and be willing to take on a variety of tasks.

Some experience in organizing events, and graphic design talent is an asset.

Work independently or in a team.

A clean police vulnerable sector check is required.

Candidate MUST be: (As required by Young Canada Works)

- Canadian citizen or a permanent resident, or have refugee status in Canada;
- legally entitled to work in Canada;
- between 16 and 30 years of age at the start of employment;
- willing to commit to the full duration of the work assignment;
- not have another full-time job (over 30 hours a week) while employed with YCW;

- have been a full-time student (as defined by your educational institution) in the semester preceding the YCW job;
- intend to return to full-time studies in the semester following the summer;
- register online with YCW.

Position:

Duration - 12 weeks, mid June to the end of August

Hours - average 30 per week, must be willing to work some evening and weekend hours

Rate - \$13.90/hour

This position's duration may vary, subject to grant funding confirmation. Part time work may be available to disabled applicants.

Please apply **BY 5 pm on Friday MAY 19 2017** to:

Attention: Emma Shaw

Hanover Public Library, 451 10th Ave, Hanover ON N4N 2P1

Tel: 519 364 1420

Email: eshaw@hanover.ca

Fax: 519 364 1747

Web: www.hanoverlibrary.ca

The Hanover Public Library is an equal opportunity employer. In accordance with the Accessibility for Ontarians with Disabilities Act, 2005 and the Ontario Human Rights Code, we will provide accommodations throughout the recruitment, selection and/or assessment process to applicants with disabilities.

We thank all those who apply, but only those selected for interview will be contacted.

This information is being collected under the authority of the Public Libraries Act, 1990, c. P. 44, in order to identify potential candidates for job competitions.