

SUMMER JOB OPPORTUNITY!



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

Hanover is a town in Grey/Bruce with a population of 7,967. It serves the surrounding rural communities and is a social and commercial hub for the area. The Hanover Public Library is a busy community library, typically open 7 days a week, providing services and events for all ages and needs. The library is located within the Civic Centre, the cultural and information centre of our town.

During the summer months we need a Programme Assistant who can help engage the community's children and youth through programming, challenges and contests.

Working hours for the Programme Assistant are flexible. The candidate may be required to work from home, at the library, or a mix of both depending on how government health restrictions evolve. Shifts may include some evenings and weekends.

Duties and responsibilities:

- Assist the Children and Youth Services Librarian with the annual TD Summer Reading Club by providing a variety of online, and in-person events, programmes, literacy-based activities and reading support.
- Work with children, helping them take part in literacy activities, select books and track their reading.
- Help run a Coding Club for children.
- Perform virtual or in-person storytimes, in accordance with Public Health regulations.
- Develop and implement contests and challenges to help keep kids engaged over the summer months.
- Create and assist with distribution of 'take-home' materials to extend online activities.
- Teach technology skills, like how to use smart devices with different operating systems, to library users including youth and seniors.
- Help build a Cultural Resources Map, by collecting, describing and creating records of local cultural groups and resources, and create content for our Heritage collection.

Our preferred candidate:

- Must enjoy, and have experience working with children.
- Must have excellent computer skills and be familiar with Internet services, social media platforms and with a variety of electronic devices.
- Must be comfortable communicating online and creating online media content.
- Must be able to plan for and implement a variety of programmes for children of all ages and abilities.

- Must be able to work online from home.
- Must be patient, calm, confident, creative, and able to communicate well and teach people of all ages.
- Must possess good time management and organizational skills.
- Should preferably be working towards a qualification in library services, early childhood education or teaching.
- Some graphic design talent would be an asset.
- Ability to work as part of a team is valuable.
- 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;
- Registered online with YCW

Position:

Duration: Approximately 12 weeks, mid-June to late August (Start and end dates are flexible)

Hours: average 30 per week, must be willing to work occasional evening and weekend hours if necessary

Pay Rate: \$ 16.50/hour

This position's duration may vary, subject to grant funding confirmation. Part time work may be available due to COVID-19 or to disabled applicants.

Please apply BY 5 pm on **Sunday May 15th**, 2022 to:

Attention: Agnes Rivers-Moore
 Hanover Public Library, 451 10th Ave, Hanover ON N4N 2P1
 Tel: 519 364 1420 **Email: arm@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.