

# Township of Southgate

## Job Description

Date of Update: May 2024	<b>Summer Student Library Assistant</b>
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## Section A: Position Description

### 1) Position Identification

Job Title: Summer Student – Library Assistant	Supervisor's Job Title: Librarian CEO
Standard hours of work per week: 35 hours per week	Eligibility to Group Insurance: No  Eligibility to OMERS: Yes (Non-Fulltime)
Location of Position: Ruth Hargrave Memorial Library 80 Proton Street, Dundalk	Department/Division: Library
Employment Status: Summer Student Hourly	Pay Band: Student Pay Grid

### 2) Scope of Position (A maximum of three sentences.)

Under the direction of the Library Assistant and/or Librarian CEO, the Library Assistant will be a key member of the Children's Services team who will assist in the design and delivery of summer programs and outreach activities for children and teens. The Summer Programmer will also assist with the promotion, planning and implementation of the TD Summer Reading Club at the library and at various locations within the community. The student may also assist with other library duties as assigned.

<b>Key Responsibilities</b>	<b>Tasks</b>	<b>Percent of Time</b>
Co-ordinate and conduct summer reading programming	<ul style="list-style-type: none"> <li>- Resister children and teens for the TD Summer Reading Club</li> <li>- Assist children and teens with selection of appropriate reading materials</li> <li>- Records TD Summer Reading statistics</li> <li>- Develops, plans and delivers weekly children programs</li> <li>- Develop plans and delivers teens programs</li> <li>- Promotes TD Summer Reading Club and the library</li> <li>- Assists with outreach programs in the community to publicize summer reading and other library services</li> </ul>	40%
Operate the circulation desk.	<ul style="list-style-type: none"> <li>- Carry out circulation duties including checking books in and out, registering new members, calculate fines and shelve returned materials.</li> <li>- Provide basic reference and reader's advisory</li> <li>- Assist patrons with computer needs, photocopying and faxing.</li> </ul>	40%
Other Duties	<ul style="list-style-type: none"> <li>- Other duties as assigned</li> </ul>	20%

### Other Key Skills

As this student will be working with, and in view of the public and ratepayers, they will be expected to portray a neat appearance and pleasant attitude at all times.

Required skills include:

- Excellent organizational skills
- Excellent verbal communication and good interpersonal skills
- Ability to work under minimal supervision
- Time management
- Deadline oriented
- Confidentiality

## Equipment & Technology Utilized

Computer, printer/copier/scanner, telephone

Must be proficient in the following specific software:

Microsoft Office including Word, Outlook, PowerPoint, basic Excel proficiency

## Education/Training/Experience

Enrolment in post-secondary education in a related recreation, children's services, library, or business-related program is preferred.

Computer proficiency and knowledge of Microsoft Office applications.

Web-based applications, Internet and social media communications.

Customer Service experience would be an asset.

**Note:** This position may be partially funded through grant programs and therefore students must meet the following criteria:

- Age between 15 and 30 years of age beginning of the employment period;
- Be a Canadian citizen, permanent resident or person to whom refugee protection has been conferred under the Immigration and Refugee Protection Act for the duration of the employment; and
- Have a valid Social Insurance Number (SIN) at the start of employment.

## Additional Information

The Township of Southgate 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.

This position is a seasonal position that runs from approximately July to August 31.

## Supervisor Comments

I have reviewed this job description with the employee and make the following comments.

**Job Position:**\_\_\_\_\_

Signature

**Date Completed:** \_\_\_\_\_

**Supervisor:**\_\_\_\_\_

Signature

**Date Completed:** \_\_\_\_\_

**CAO:** \_\_\_\_\_

Signature

**Date Completed:** \_\_\_\_\_