

Title: Summer Programmer**Reporting to:** Supervisor/Senior Manager**Pay Band:** #2, Library Clerk I

Position Summary

Summer Programmers provide programming and customer service relating to the Summer Reading Program throughout the library. They support the delivery and promotion of library programs, collections and services to patrons. Although typically assigned to one Team, Summer Programmers are cross trained to assist in various areas.

Core Competencies

Supports the Spruce Grove Public Library's Vision, Mission, and Values. Adheres to the LAA's statement of Intellectual Freedom as well as follow the Alberta Libraries Act and Regulations, the FOIP Act, and the library's Health and Safety Program. Maintains the confidentiality of all library matters. Maintains and contributes to a respectful working environment free of bullying, harassment, and discrimination.

Job Duties

This position requires:

Summer Programming

- Support in the delivery of all aspects of the Summer Reading Club and seasonal programs
- Plan, organize, present and evaluate in-person and online age-appropriate programs and special events for children and families
- Help to build partnerships with local schools and other community groups and participate in outreach visits and in-library tours
- Maintain program statistics and submit program evaluations and reports
- Support volunteers assisting with the Summer Reading Program and provides leadership as directed

Public Services

- Support the enforcement of the Public Code of Conduct and follow emergency procedures
- Perform accurate and consistent monetary transactions and daily cash reconciliation
- Deliver front line library service to members of the public, including perform circulation of materials (check-out) at the front desk
- Create and manage library patron accounts and files with accuracy
- Tidy and maintain public and staff spaces
- Assist library patrons with searching for materials, accessing technology and using e-Resources

Other duties may be assigned.

Qualifications

- High school Diploma or GED
- Any specific grant-based funding requirements

Experience

- Related library or customer service experience
- Related child or youth work experience
- Experience planning, delivering and evaluating programs
- Experience with Apple and Android platform-based devices, Mac-based media apps and software, current gaming consoles and other educational technology
- Music, drama and/or storytelling background as asset

Skills

- Work effectively, independently, and collaboratively within a team environment
- Strong technology and computer skills including proficiency with computers and mobile devices, including MS Office applications, and be comfortable using communication tools, the internet, video conferencing and social networking platforms
- Effective verbal and written communication and interpersonal skills
- Effective judgement and problem-solving skills
- Demonstrated project and time management skills
- Exceptional attention to detail

Working Conditions

This position frequently involves bending, reaching high and low library shelves, carrying light to moderately heavy items (up to 30lbs), and packing/unpacking bins. Sitting or standing for longer periods of time and constant visual effort including concentrated reading and close monitoring of computer screens is required.

This position involves being able to sit on the floor and be physically active (you may be required to participate in the movement portion of children's programs and be able to crouch, kneel and stoop for short periods of time) during younger children's programming.

Occasional work requiring attention to detail is subject to interruptions that require immediate attention. Regularly dealing with multiple demands that must be attended to simultaneously. Regular peak periods require an accelerated work pace, or demanding deadlines create pressure. Situations may arise that involve conflict or contentious interactions.

Accommodations will be made for those who require it.



Signatures			
	Name	Signature	Date (MM/DD/YYYY)
Employee			
Director			