



Job Posting: Summer Program Assistant

Spruce Grove Public Library is looking for a Summer Program Assistant to join our Children & Youth Services team in planning and delivering summer programs.

Employment Terms

This is a temporary/full-time (12 weeks, 35hr/week) position under the direction of the Children & Youth Services Librarian. The position starts in early June, 2020 and ends in late August, 2020. This position involves varied shifts (days, evening, weekends). Hourly rate is \$15.00 paid on a bi-weekly basis. This position is made available through the 2020 Canada Summer Jobs funding and is pending approval of our grant application.

Duties and Responsibilities

Under the direction of the Children & Youth Services Librarian:

- Support in the delivery of the Summer Reading Club and programs for children, juvenile, and teen programs;
- Support programs and services in SGPL's "Tech Tank";
- Operation and maintenance of various technologies and software;
- Prepare materials and supplies for crafts and other multi-media;
- Support collection development for children and youth;
- Planning, delivery and collection of statistical records for programs and special events;
- Support in the development of resource lists highlighting relevant material and program information for 0-17 years of age;
- Train and provide direction to volunteers as required;
- Provide all library patrons with excellent customer service;
- Assist with other library tasks as required.

Minimum Qualifications

- Age range per Canada Summer Jobs grant: 15 – 30;
- Effective verbal and written skills and interpersonal skills;
- Ability to work effectively and collaboratively within a team environment;
- Experience using a library ILS (particularly Polaris) an asset
- Familiarity with integrated library systems, Microsoft Office applications, Apple and Android platform-based devices, media apps and software, and current gaming consoles.
- Clean Criminal Record and Vulnerable Sector check (must be provided prior to start date);
- Must meet all criteria of the Canada Summer Jobs grant.

Application Deadline: February 28, 2020

Attn: Sarah Goetz, Children and Youth Services Librarian

Email: sarah@sgpl.ca

Please note only applicants selected for an interview will be contacted.