

## **Carleton Place Public Library - Employment Opportunity**

Carleton Place Public Library is seeking an individual to work as a **Summer Program Co-Ordinator** in summer 2024.

Summary: Reporting to the Children's Librarian/Assistant Librarian, the Summer Program Co-Ordinator provides daily dynamic and exciting educational programs for children ages 2-12 at the Carleton Place Public Library. Plan, promote, and conduct the Summer Reading Program, and provide an evaluation of the program at the end of the summer. Represents the library at local festivals and community events.

Job posting opening date: Thursday, March 7, 2024

Job posting closing date: **Thursday, April 4, 2024 at 12pm**

**Hours:** This is a temporary position. Up to 35 hours/week. Some weekends and evenings.

**Wage:** Band 3 - \$18.17 - \$23.11

**Contract Term:** June 3, 2024 - August 23, 2024, dependent on funding.

### **Required qualifications:**

1. Experience working with children ages 2-12.
2. Previous library experience an asset.
3. Ability to create and manage enjoyable daily programs for children.
4. Ability to create attractive program decorations, promotional materials, and displays.
5. Must provide a current Vulnerable Sector Check and Criminal Reference Check (dated within 6 months)
6. The funding for this position is dependent on a Canada Summer Jobs Grant. Applicants must be between 15-30 years of age at the start of employment, 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 at the start of employment and be legally entitled to work in Canada in accordance with relevant provincial legislation and regulations.

**Desired qualifications:** Current First Aid/CPR certificate.

Qualified candidates are invited to submit a detailed cover letter and CV outlining your credentials relevant to the position, using PDF or docx format by 12:00 PM Thursday, April 4, 2024, quoting the position and addressed to the attention of Human Resources by email to [hr@carletonplace.ca](mailto:hr@carletonplace.ca).

We thank all applicants for their interest; however only those applicants selected for an interview will be contacted. The Town of Carleton Place is an equal opportunity employer following the rules and regulations set out by the Human Rights Code. Personal information submitted will be used for the purposes of determining suitability for this competition only and in accordance with the Municipal Freedom of Information and Protection of Privacy Act. Accommodation will be provided in accordance with the Accessibility for Ontarians with Disabilities Act (AODA) upon request.



**TOWN OF CARLETON PLACE**  
**JOB DESCRIPTION**

<b>DEPARTMENT:</b>	Library
<b>DIVISION:</b>	N/A
<b>JOB TITLE:</b>	Summer Program Coordinator
<b>EMPLOYEE GROUP:</b>	Non-Union
<b>PAY GRID:</b>	3
<b>SUPERVISOR:</b>	Children's Librarian /Assistant Librarian
<b>REVISION DATE:</b>	January 2021

**POSITION SUMMARY:**

To provide daily exciting, enjoyable, educational programs for children ages 2-12 at the Carleton Place Public Library. Plan, promote, and conduct the Summer Reading Program, and provide an evaluation of the program at the end of the summer.

**DUTIES AND RESPONSIBILITIES:**

1. Plans and conducts daily activities for children ages 2-12 within the theme of the summer reading program. Creates artwork and displays for these activities.
2. Creates promotional materials for the summer reading program.
3. Promotes the summer reading program at community events.
4. Tracks and keeps participation statistics.
5. Creates a report at the end of the summer detailing summer activities, participation, and impressions on the successes and failures of the summer program.
6. Assists on the circulation desk as required.
7. Assists in reshelving library materials as required.

The above generally describes the duties involved with the position. However, municipal work is varied in nature and employees will be required to perform duties in addition to the above from time to time as directed by the Library CEO.

## **POSITION REQUIREMENTS**

### **EDUCATIONAL REQUIREMENTS:**

1. High School Diploma

Note: This position is funded through a Canada Summer Jobs Grant, which stipulates that to be eligible, students must:

- be between 15 and 30 years of age at the start of the employment;
- be a Canadian citizen, permanent resident, or person to whom refugee protection has been conferred under the Immigration and Refugee Protection Act; and,
- be legally entitled to work in Canada in accordance with relevant provincial or territorial legislation and regulations.

### **EXPERIENCE:**

1. Up to 1 year experience working with children ages 2-12
2. Previous public library work experience would be considered an asset.

### **SKILLS AND ABILITIES:**

1. First Aid/CPR certification an asset.
2. Ability to give friendly, helpful service to the public.
3. Ability to provide safe and fun programming for children ages 2-12.
4. Ability to communicate effectively with patrons and staff.
5. Summer Program Coordinator must be reliable and punctual.
6. Computer skills including word processing, inputting and manipulating data in an automated library system, use of library automated system circulation and public catalog functions.
7. Must provide a satisfactory criminal record check with vulnerable sector screening.

### **WORKING CONDITIONS:**

The Summer Program Coordinator may be scheduled some evenings and Saturdays.

### **PHYSICAL DEMANDS:**

The responsibilities will include physical demands such as lifting and carrying books and supplies for activities. The Summer Program Coordinator must be able to handle several hours of standing, lifting, bending and repeated physical movements. The Summer Program Coordinator will be expected to participate in various Library programs.

### **ENVIRONMENTAL DEMANDS:**

The Summer Program Coordinator may have to serve a number of people at one time and may be interrupted frequently to meet the needs and requests of the public and of

staff. The environment may be busy, noisy and the Summer Program Coordinator may be required to respond to stressful situations.

**SENSORY DEMANDS:**

The sensory demands will include the use of a computer, which may cause eyestrain and occasional headaches.

**MENTAL DEMANDS:**

The Summer Program Coordinator must be able to create, promote, and run daily summer programs for children ages 2-12.

**SAFETY:**

The Town of Carleton Place believes that all accidents can be prevented. While performing the above duties, employees shall make safety an integral part of every task and job. Employees shall be familiar with the Town's Safety Policy and understand their:

- Right to Participate;
- Right to Know;
- Right to Refuse Unsafe Work; and
- Right to Stop Dangerous Work.

All employees must follow the Town's Health and Safety Policy and comply with the Occupational Health and Safety Act.

**WORKING RELATIONSHIPS:**

<b>INTERNAL</b>	CAO, Department Heads, Support Staff, Members of Council.
<b>EXTERNAL</b>	General public, community organizations, non-profit organizations, vendors,

**APPROVED:**

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Employee

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Library CEO

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CAO