



JOB TITLE:	Summer Program Assistant – Summer Student Position
DEPARTMENT:	Asphodel-Norwood Public Library
REPORTS TO:	CEO / Librarian
EMPLOYEE GROUP:	Non-Union
SALARY GRADE:	Band 1 – Township of Asphodel-Norwood Staff Salary Grid
HOURS OF WORK:	Four (4) months – Day, evening and weekends
DATE UPDATED:	February 10, 2025

Position Summary:

Reporting to and coordinating with the Chief Executive Officer (CEO) / Librarian, the Summer Program Assistant, in coordination with the Programming and Library Assistant, will develop and implement public library programs and special events for all age groups.

Main Responsibilities:

Library Summer Programs:

- Assist with the preparation and presentation of programs for the library’s various summer programs;
- Engage community members of all age groups, both virtually and in person with the purpose of raising the profile of the library’s services and summer programs in the community;
- Assist with summer programming both on the library’s premises as well as off-site within the community.
- Other related duties as required.

Position Requirements:

- Currently enrolled in High School, post-secondary education, or equivalent;
- Working knowledge of Microsoft Office 365 including Microsoft Word;
- Experience using various Social Media Platforms (eg. Facebook, Instagram, Tik Tok, You Tube, etc.);
- Previous experience working with community members of all age groups;
- Ability to work at both the Norwood and Westwood branches of the Asphodel-Norwood Public Library;
- Ability to work days, evenings and weekends;
- Clear Vulnerable Sector Screening will be required as a condition of employment.

Competencies:

This position is expected to demonstrate the following competencies:

- Communication, customer service and organization skills are required.
- Must work well both independently and as part of a team.

Other

- Works in a typical office environment with some travel outside the office;
- Requirement to work varied hours to meet the operational demands of the position;
- Will be required to attend special events/meetings which could be in the evening and/or on weekends.

This job description indicates the general nature and level of work expected. It is not designed to cover or contain a comprehensive list of activities, duties or responsibilities required by the incumbent. The incumbent may be asked to perform other duties as required.