



ASPHODEL - NORWOOD PUBLIC LIBRARY

Job Description

- Position:** Summer Program Assistant – Summer Student Position
- Reports to:** CEO/Librarian
- Job Summary:** Summer Program Assistant will work with the CEO/Librarian on the development and implementation of public library programs and special events for all ages
- Rate of Pay:** Band 1, Step 1 on the Township of Asphodel-Norwood Staff Salary Grid - \$15.00 per hour
- Hours of Work:** 4 - 8 hours weekly, shifts will range from 2 to 4 hours in length and may involve day (during July & August), evening or weekend shifts

Duties and Responsibilities:

The Summer Program Assistant will have the opportunity to assist with the preparation and presentation of programs for the Library's various summer programs under the guidance of the CEO/ Librarian. The Summer Program Assistant will engage community members of all ages, both virtually and in person, in order to raise the profile of the Library's services and summer programs in our community. This position will require the successful candidate to work on the Library premises and in the community.

Contacts:

- Internal:** With CEO/Librarian and Library Staff/Volunteers for the purpose of obtaining and sharing information.
- External:** With the general public to provide programming opportunities and information, ensuring polite and tactful relations.

Skills, Knowledge, Training:

- Experience in program planning
- Experience in working with community members of all ages
- Experience in using various social media tools (Facebook, Instagram, Tik Tok, YouTube)
- Excellent customer service skills
- Ability to work well independently and as part of a team
- Ability to work days, evenings and weekends

- Ability to work at both the Norwood and Westwood branch of the Asphodel-Norwood Public Library
- A clear vulnerable sector police check

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.