



Career Opportunity: **Halton Hills Public Library**
Children's and Youth Services
Contract part-time

Two summer student positions:
▪ **Summer Program Coordinator**

The Halton Hills Public Library is seeking energetic, customer service-oriented team players with exceptional interpersonal skills to work as part of the Library's Children's and Youth Services team this summer.

Summer Program Coordinator:

The incumbents plan, promote, conduct and evaluate high-quality library programs for children, including the Summer Reading Club. The incumbents begin working in the Georgetown Branch, but in July one will begin working out of the Acton Branch. Both report to the Children's and Youth Services Librarian.

Qualifications

Minimum education

- **Summer Program Coordinator**
 - Current college / university student

Essential

- Experience working with children
- Strong customer service skills
- Excellent attention to detail
- Familiarity with office software
- Ability to accommodate a variable schedule
- Ability to organize time efficiently
- Strong English written and oral communication skills
- Ability to interact pleasantly and courteously with the public and staff, and to promote a harmonious workplace

Desirable

- Reliable transportation

Position Details

- Conduct high-quality library programs for children. This includes the Summer Reading Club.
- Outreach to the local schools and the community to promote programs.

- Prepare booklists, library display and promotional materials
- Perform other job related duties

Hours:

- 35 hours per week
- Includes evenings and weekends
- Tuesday to Saturday, may include Sundays and Mondays

Location:

- The incumbents begin working in the Georgetown Branch. In July, one will begin working out of the Acton Branch. Both report to the Children's and Youth Services Librarian

Salary:

- **Summer Program Coordinator:** \$13.20/hour

Application deadline:

- Friday, May 19th 2017 at 5:00 p.m.

Start and End Dates:

- Friday, June 2nd until Saturday, Aug 26th, 2017 (12 weeks)

To Apply:

Please mail resume and the names and contact numbers of any references to:

Children's and Youth Services Librarian
Halton Hills Public Library
Georgetown Branch
9 Church St.
Georgetown, ON
L7G 2A3

PDF resumes may be submitted to douglas.davey@haltonhills.ca

We thank all those who apply, but please be advised that only those applicants selected for an interview will be contacted.

Successful applicants will require a criminal records check.

The Halton Hills Public Library is an equal opportunity employer. Accommodations are available for all parts of the recruitment process. If contacted for an interview, please advise the Human Resources staff of any measures you feel you need to enable you to be assessed in a fair and equitable manner. Information received relating to accommodation measures will be addressed confidentially.