



JOB DESCRIPTION

Title: Summer Assistant	Reports to: Library Manager
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No. of Direct Reports:	Direct Report Titles:	Revision Date: 5/21/2024
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POSITION SUMMARY:

The Summer Assistant reports to the Library Manager and Summer Program Coordinator. The Programmer is responsible for assisting the Summer Program Coordinator in running the Summer Reading Club day camp program. They will be assisting to execute the planned activities and making sure things are running smoothly.

SPECIFIC ACCOUNTABILITIES: The most important end results or outcomes (not duties) of the position and how they are achieved. Each end result shows what the position is accountable for, within what framework and the added value of the accountability.

Programming

- Assist with crafts
- Engage in prep work and creating exemplar crafts and activities
- Being an extra set of hands in the room, helping with activities, crafts and stem ideas. Assisting the children with aspects they find difficult or challenging
- Helping to supervise; only time the student will be alone is when Summer Programmer is grabbing material or running to the washroom
- Help prepare outside activities before the children get out there, like putting out an obstacle course, setting up games, etc.
- The student helper will also be in charge of taking care of children that maybe are having a hard time or need extra attention. For example, if one child is having a really bad day, and needs to be separate from the group for a few minutes to calm down, the summer student will be expected to care for that child, or bring them to the Senior Library Staff for assistance
- The summer student may be in charge of taking out certain materials, or carrying them to the needed locations

KNOWLEDGE/EXPERIENCE:

Education: Grade 9 or equivalent education or experience .

License(s)/Certificate(s)/Professional Membership(s): None

Knowledge, Skills, Abilities, and Competencies

- Demonstrated ability to meet and handle deadlines effectively.
- Demonstrated ability to work independently and prioritize tasks effectively.
- Demonstrated use of good judgment and problem-solving skills.
- Demonstrated effective team membership skills, including problem solving, conflict resolution and fostering a positive work environment.
- Effective communication skills, including verbal, written and presentation skills.

Grant Funded Position: so will need to meet the grant requirements to be hired.