



JOB DESCRIPTION

POSITION TITLE: Temporary Summer Program Assistant

REPORTS TO: Library Manager; Children’s Program Coordinator; Program Coordinator

DATE REVIEWED: May 4, 2018; May 21, 2021; May 22, 2025

POSITION SUMMARY

Under the direction of the Library Manager, Children’s Program Coordinator, and Program Coordination, this position plans and facilitates delivery of the Summer Reading Club and all associated outreach activities and programs for children aged newborn to seventeen. Programming may include one French movie per month and take programs outside of the library to parks, daycares, and other youth-oriented facilities at least once per week to promote the library’s services to disadvantaged groups and youth while promoting and improving early and middle literacy to local children and encourage reading throughout the summer months. Programs facilitated by the Summer Program Assistant will include storytimes and other activities to encourage literacy, arts and crafts activities, and activities that promote local history and resources, including but not limited to information on local wildlife, and environmental stewardship. The Summer Program Assistant will promote the variety of resources available at the library, encouraging library use and extending library services to those that might not otherwise visit the library. The Temporary Summer Program Assistant shows a genuine regard for children with the ability to provide instruction in a caring and nurturing environment. The Temporary Summer Program Assistant gives top priority to excellent customer service to all patrons and guests of the library.

RESPONSIBILITIES

The following duties and responsibilities are normal for this position. These are not to be construed as exclusive or all-inclusive. Other duties may be required and assigned.

Primary Duties

- Plans, delivers and/or performs as well as evaluates programs for children, including liaising with community groups, contacting speakers/performers, organizing program details in accordance with procurement procedures. May deliver programs outside the library. Children’s programming is largely performance based and may include puppetry, music, and storytelling.
- Assists library staff with implementing additional programming.
- Setting up a library station and working at Marketplace on Main. Providing community members with general information on the library and the Summer Reading Club, highlighting different library services to draw attention.
- May attend other community events on behalf of the library.
- Provides information and readers’ advisory services, using print and electronic sources, in response to patron needs
- May assist in the identification of community priorities through community engagement and development techniques
- Promotes the library and library programs through traditional and innovative means
- Promotes the library’s collection and services through planning, creating and/or setting up displays, resource lists and other means as appropriate. May conduct outreach activities in the community.
- May arrange and conduct library tours for the public
- Setup and teardown of program room; troubleshoots technical equipment

General Duties and Responsibilities

- Customer Service
 - Circulation desk duties, including checking-in and checking-out materials, processing holds, & patron registration
 - Accepts payments of cash, cheque, and debit transactions
 - Assists patrons in the use of the catalogue, internet, electronic sources and computer software; troubleshoots computers and related equipment
 - Explains library policies to patrons as required; addresses minor complaints
 - Answers and directs patron enquiries
 - Books meeting rooms and maintains booking records
- Maintaining Order
 - Tidies library and cleans equipment and materials as required
 - May set up rooms for programs/ meetings according to the necessary requirements
 - Maintains a clean and orderly appearance throughout the library
 - Maintains order in immediate work area
- Collection Maintenance
 - Assists with collection maintenance and development within established guidelines
 - Assists with shelving and shelf reading
 - Maintains order and neatness
 - Searches shelves and retrieves items
 - Maintains library materials in proper order
- Reporting
 - May assist with branch operational activities such as compiling statistics and reports
 - Maintains program records and assists with tracking program budgets
 - Maintains accurate accounts for petty cash
 - Keeps library manager informed of daily events or problems; prepares Incident Reports
 - Encourages patron feedback and evaluation on all programming
- Public Relations and Advocacy
 - Proactive in promoting the library and library service in general
 - Provides information for the library website, social media accounts, monthly newsletter, and newspaper articles or advertisements
- Leadership
 - May assist with supervision, training, and orientation of new staff, Student Pages, work experience students, and volunteers

QUALIFICATIONS**Education & Experience**

Grade 12 plus some prior experience working in a library environment.

Knowledge & Technical Experience

- Knowledge of children's literature required
- Knowledge of Internet, Social Media, Windows and office software applications required
- Proof of valid Class 5 Driver's License, up-to-date insurance, and reliable transportation
- Knowledge of information and readers' services work required
- Specialized knowledge of specific user groups may be required
- Knowledge of groups, organizations and services within the library catchment an asset

- Awareness of community resources available to children and families an asset
- Experience in program planning and delivery an asset
- Experience in public speaking an asset
- Numerical and alphabetical skills required
- Basic math skills to handle cash
- Previous work experience in a library an asset
- Familiarity with integrated library systems an asset
- Supervisory experience an asset

RELATIONSHIPS/ CONTACTS

- Reports to:** Library Manager; Children’s Program Coordinator; Program Coordinator
- Supervises:** No direct reports
- Internal Contacts:** Library staff, volunteers
- External Contacts:** General public
 Authors/ Performers/ Programmers
 Community groups and organizations
 Government departments/ agencies
 Educational institutions – School Division contacts, School Principals, teachers, staff, etc.

WORKING CONDITIONS

- Standard office or working inside a library building
- Shift work

PHYSICAL AND SENSORY DEMANDS

- Mental and physical demands of presentations and programs
- Frequent sitting
- Lifting library materials, reaching to place materials on shelves, and pushing and pulling book carts
- Deals with patron complaints
- Deals with patrons who present behavioural challenges
- Considerable computer use

CORE COMPETENCIES

- **Problem Solving and Decision Making** – Recognizes patterns, uses analytical skills to draw logical conclusions, and makes recommendations for action. Uses a successful and appropriate approach to issues and solving problems. Uses sound judgment in making decisions, despite obstacles or resistance. Recognizes when to seek guidance.
- **Communication Skills** - Listens effectively, transmits information accurately and clearly, in both written and verbal form. Solicits and provides feedback.
- **Creativity / Innovation** - Looks for appropriate opportunities to generate and to apply new and evolving ideas, methods, designs, and technologies. Shows initiative, energy, and enthusiasm.
- **Knowledge of Work** - Pursues and demonstrates expertise. Acquires broad, in-depth, and up-to-date knowledge of the trends and developments in relevant fields.
- **Technological Competence** - Pursues and demonstrates expertise in technology and can apply it as required.

- Understands the critical and evolving role of technology.
- **Adaptability** - Responds effectively to changes in direction and priorities (both long-term and short-term), and accepts new challenges and responsibilities.
 - **Interpersonal / Group Skills** - Builds strong work relationships; is sensitive to how individuals and organizational units function and interact. Respects the dignity and ability of co-workers. Works co-operatively with colleagues both inside and outside formal organizational units. Participates in and contributes to group efforts, supports consensus building efforts. Works effectively with external partners.
 - **Leadership** - Ensures achievement of strategic objectives. Establishes and demonstrates high performance standards. Earns trust and respect. Respects and trusts others. Shows integrity. Motivates by coaching, empowering and recognizing the work of others.
 - **Organizational Understanding and Global Thinking** - Shows a commitment to the Rocky Public Library's mission. Demonstrates an understanding of the organization, its services and the materials it provides. Understands and accepts his/her role in accomplishing library priorities and the Rocky Public Library's Plan of Service.
 - **Accountability / Dependability** - Accepts responsibility for actions and results. Accomplishes goals, completes tasks and meets deadlines, or gives reasonable notice and explanation. Is productive, while maintaining accuracy and quality.
 - **Planning and Organizational Skills** - Identifies and analyzes data. Sets appropriate priorities and objectives, devises effective methods and allocates resources accordingly. Anticipates internal and external changes, trends and influences.
 - **Resource Management** - Manages resources, including his or her own time, in a manner consistent with library objectives. Demonstrates a consistent focus on delivering services in a cost effective manner.
 - **Service Attitude** - Understands and meets the needs of patrons. Addresses their interests and concerns. Is friendly, polite and approachable.
 - **Respect for Diversity** - Respects the diverse opinions and beliefs of library patrons and co-workers. Appreciates the need to respond to, and reflect, the various communities we serve. Implements the appropriate measures to respond to, and reflect, the communities served.