



**JOB POSTING – March 12, 2024**

**Summer Reading Club (SRC) Assistant: July-August**

**Job Description:** The SRC assistant is responsible for planning, promoting, and facilitating the Library's annual Summer Reading Club. This position will: advocate for the Library and SRC in the community; create and distribute promotional materials for social media, online and in-house; collaborate with the SRC Coordinator and/or other program staff to deliver engaging programming to children from July to August; and evaluate the success of the program.

**Education and Experience Required:**

- One to two years of customer service experience is an asset
  - Demonstrated customer service skill set (communication, issue resolution, relationship development)
- Previous work experience with children would be considered a strong asset

**Other Requirements:**

- Applicants must have the ability to meet the requirements of the grant funding body, including:
  - be a Canadian citizen or a permanent resident, or have refugee status in Canada;
  - be between 15 and 30 years of age inclusively at the start of employment;
- Technology literacy skills
  - Confident using a PC and experience navigating a digital file system (ie: Windows Explorer, Teams)
  - Hands on experience using MS Office (Word, Excel, Outlook) and Internet browsers
  - Familiarity with a variety of office equipment (photocopier, printer, scanner)
  - Experience using social media in a promotional capacity would be considered a strong asset
- Fluency in both verbal and written English Fluency in languages other than English is an asset
- Satisfactory Vulnerable Sector Check from the Police Service

**Physical Demands & Working Conditions:**

- Lifting and pushing up to 10 kg of library materials
- Shift work required
- Ability to squat, kneel, bend, raise arms above shoulders, read small print
- Repetitive hand movement for extended periods of time
- Standing for extended periods of time

**Schedule: This is a full-time position with 35 hours per week, July through August.**

**Start date: July 2, 2024**

**End date: August 23, 2024**



**Compensation:** \$16.93 per hour

**To Apply:** Please apply via email to DML Manager at [mfoster@prl.ab.ca](mailto:mfoster@prl.ab.ca) and make sure to include your resume and a cover letter telling us why you would be a great fit for this position at Didsbury Municipal Library.

**Closing Date:** This posting will close at 5pm on **Friday June 7th 2024**.

*The Didsbury Municipal Library is strongly committed to diversity within its community and especially welcomes applications from racialized persons / persons of colour, Indigenous Peoples of North America, persons with disabilities, LGBTQ2S+ persons, and others who may contribute to the further diversification of ideas.*

*The Didsbury Municipal Library is an equal opportunity employer. As such, we strive to make our recruitment, assessment and selection processes as accessible as possible and provide accommodations as required for applicants with disabilities. If you require any accommodations at any point during the application and hiring process, please contact [mfoster@prl.ab.ca](mailto:mfoster@prl.ab.ca)*