



# Summer Reading Program Assistants (2 positions available)

This position will assist with our summer reading club program. The summer reading club program will comprise of virtual and on-site outside programming (if guidelines allow). One position will focus on younger children while the other will focus on school-age children.

**Start date:** June 28th, 2021 for 8 weeks

**Hours:** 35 hours per week

**Pay:** \$20/hour

This position is dependent on funding through Service Canada – Canada Summer Jobs Program. Conditions of the Service Canada grant state that applicants must be between the ages of 15 and 30 at the start of the employment.

**Duties:**

- Assist with organizing, promoting, and facilitating virtual and in-person (if guidelines allow) Summer Reading programs and related activities for children
- Deliver programs outdoors, at the NOTLPL library, and at community organizations
- Promote Summer Reading Challenge through various initiatives including social media
- Plan and implement activities (within a team and individually) including stories, games, crafts and literacy activities, often using technology
- Prepare kits for program attendees

**Skills:**

- Demonstrate creative flair in programming, and implementing children’s activities for the summer programs
- Innovative and confident in running virtual programs
- Work enthusiastically and effectively with children of all ages, student volunteers and adults
- Exhibit excellent interpersonal and communication skills
- Utilize strong organizational and time management skills and ability to multi-task
- Work well in a team environment
- Work at any location and/or multiple locations as assigned
- Exhibit proven leadership skills
- Demonstrate significant experience leading children’s activities
- Ability to work independently or in a small group

**Experience:**

- Experience with programming, designing, and implementing children’s activities
- Leadership experience

To apply send cover letter and resume to Laura Tait, Library Manager,  
[ltait@notlpl.org](mailto:ltait@notlpl.org) by Monday, 17th May 17 11:59PM