



358 Main Street, P.O. 302
Deseronto, ON K0K 1X0
Phone: 613-396-2744
Fax: 613-396-3466

Job Title: Arts & Recreation Leader: Summer Programs

Job Type: Full-Time – Temporary

Anticipated Start Date: June 1st, 2024

Terms of Employment: 8-10 week contract position including some evenings and weekends.

Wage: \$16.55/hour

Position Summary:

Reporting to the CEO/Librarian the Summer Programs Coordinator will be primarily responsible for the research, preparation, and implementation of the library's summer programs, but also play a key role in maintaining the positive work environment and organizational culture that the Deseronto Public Library strives to uphold. This includes ensuring customer service excellence in both program administration, but also through general library clerical tasks, such as (but not limited to) readers advisory, checking items in and out, and assistance in using public access computer stations.

The optimal person for this position will be an enthusiastic student who has the ability to model customer service excellence, while also enjoying the changing dynamics of various programs and ever-shifting age groups. Excellent communication and interpersonal skills will be key to success in this role and the ability to work alone, in a collaborative environment, and in solo program leader scenarios.

QUALIFICATIONS:

1. This position is funded by the Canada Summer Jobs Program. Please note that applicants must be:
 - a. a Canadian citizen
 - b. a permanent resident or have refugee status in Canada.
 - c. This position is open to applicants between 15 and 30 years of age and,
 - d. **must** be enrolled in full time education during the previous year and be returning to full time studies in the coming academic year.
2. Experience with computer office software and tools such as Microsoft Office, Google Workspace Suite, and general computer navigation. Familiarity with library software would be an asset.
3. Clear Vulnerable Sector Check.
4. Minimum of 1 year in a customer service setting. Office experience and/or Library experience would be an asset.
5. Experience working with children and youth would be an asset



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6. Excellent interpersonal, oral, and written communication skills.
7. Ability to work in a team environment and with people of all ages.
8. Ability to work alone as required.
9. Able to work flexible hours, including evenings and weekends as needed.
10. Minimum physical requirements: able to lift 20 lbs, bend, reach, and stretch.

Application Deadline: May 17th, 2024 by 4:00pm

Interested applicants are invited to submit a cover letter and resume to:

ceo@deserontopubliclibrary.ca

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

We are an Equal Opportunity Employer. In accordance with the Accessibility for Ontarians with Disabilities Act, 2005 and the Ontario Human Rights Code, the Deseronto Public Library will provide accommodations through the recruitment, selection, and/or assessment process to applicants. If selected to participate in recruitment, selection, and/or assessment processes, please inform the library staff of the nature of any accommodation(s) that you may require in respect of any materials or processes used to ensure your equal participation.