



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:** May 1<sup>st</sup>, 2025

**Terms of Employment:** 16 week contract position at 35 hours/week, including some evenings and weekends.

**Wage:** \$17.20/hour

### **Job description:**

Reporting to the CEO/Librarian the Arts and Recreation Leader: Summer Programs will work closely with library staff to help prepare and deliver engaging summer programs for children, youth, and adults. The position will also include general library duties and other tasks as assigned.

### **RESPONSIBILITIES**

1. Researching available programming resources
2. Program planning
3. Developing promotional materials and some social media use
4. Data entry and collection
5. Program preparation and delivery
6. Utilizing collected data to develop final report

### **REQUIRED SKILLS & CERTIFICATIONS**

1. NOTE: This position is funded by the Young Canada Works. 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
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.



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**WORKING CONDITIONS**

You will work with a community that is warm and welcoming and always open to new ideas.

1. General office working conditions.
2. Position requires lifting – 15lbs
3. Position may require you to work alone in the library.

\_\_\_\_\_  
Print Name

\_\_\_\_\_  
Date DD/MM/YYYY

\_\_\_\_\_  
Signature

\_\_\_\_\_  
CEO Signature

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