

LEARNING LAB CO-ORDINATOR

The Learning Labs program runs from Monday, January 15 to Saturday April 28 2018, with training the week prior.

Job Summary:

Under the direction of the Manager, Youth Services, Branch Manager or designated Youth Services library staff, assists in the planning of the library's Learning Lab programs, assists in coordinating the activities of volunteers, assists children with literacy, numeracy and inquiry based learning activities, distributes publicity and keeps appropriate records and statistics.

Job Duties:

- Coordinates the schedules, and other activities of volunteers for the Learning Lab program.
- Assists children with literacy, numeracy and inquiry based learning activities
- Communicates with parents of registered children on their child's participation.
- Keeps statistics on children's participation in the program and on volunteer participation.
- Provides feedback about the program to the Community Youth Librarian and to the Manager of Youth Services.
- May assist with outreach to publicize the Learning Labs program and other library services.

Qualifications:

- Completion of college/university level courses in education, library work, child development, children's literature or related studies.
- Demonstrated ability in working with children, volunteers and the multicultural communities.
- Experience assisting children with literacy and numeracy skills.
- Must provide original proof of Vulnerable Sector screening.
- Superior written and verbal communication skills.
- High level of comfort and experience with technology
- Fluency in French or other languages an asset

Schedule and Location:

- Central – Monday, Wednesday – 3:45-5:15pm weekly
- Dundas – Tuesday – 3:45-5:15pm weekly, Sunday, 1:45-3:15pm weekly
- Red Hill –Sundays 1:45-3:15 weekly
- Terryberry – Monday, Thursday 3:45-5:15pm weekly
- Turner Park – Tuesday, Thursday - 3:45-5:15pm weekly, Saturday 12:45-2:15 weekly

Pay rate:

- \$14/hourly plus 4% vacation pay biweekly.

- The deadline for this application is **Friday December 8, 2017**. Please visit www.hpl.ca and proceed to Jobs at HPL to apply through City of Hamilton recruiting site.
- Candidates proceeding to the formal interview process will also be required to submit a minimum of three (3) references as well as copies of proof of key qualifications (i.e. degrees, certifications, licences, driving abstract)

By submitting a resume, you are declaring that the information contained is true and complete to your knowledge. You understand that a false statement may disqualify you from employment, or cause your dismissal. We thank all applicants who apply and advise that only those selected for an interview will be contacted.

The successful candidate will have to provide original proof of a Vulnerable Sector Screening. It is understood that the various checks referred are for employment purposes only and you agree that you will not hold any party liable for the information given or received.

The Hamilton Public Library is an equal opportunity employer that is committed to inclusive, barrier-free recruitment and selection processes. If contacted for an employment opportunity, please advise Human Resources if you require accommodation.