



Freedom to Discover

JOB TITLE:	Summer Literacy Worker – Temporary Full Time – 10
SALARY:	\$17.20 hourly
LOCATION:	Central / Bookmobile Stoney Creek / Saltfleet Barton / Kenilworth Red Hill (Occasional travel to Stoney Creek and/or Saltfleet may be required) Concession / Sherwood Turner Park / Valley Park Ancaster / Dundas Westdale / Locke Terryberry / Floater (Travel to other locations may be required) Waterdown / Floater (Travel to other locations may be required)
SCHEDULE:	35 hours per week; Evening/Weekends/Days
START DATE:	June 5, 2023 for a period up to August 25, 2023

JOB SUMMARY:

Under the direction of the Manager, Youth Services, Branch Managers, or designated Community Youth Librarian, assists in planning the library’s Summer Reading Club and Reading Buddies Literacy programs; conducts children’s programs; assists in promoting programs to the community;

coordinates the activities of volunteers; listens to children reading and discussing books; provides outreach and keeps appropriate statistics.

Positions funded by the Young Canada Works (YCW)

Applicants must have been enrolled full-time in the semester preceding the summer position and intend to return to school for the fall semester as a full-time student. **Students who were employed by the Hamilton Public Library as a Summer Literacy Worker paid under this grant in previous years are not eligible for rehire in 2023.**

JOB DUTIES:

- Assist library staff in the planning and conducting of a wide variety of summer literacy programs, in support of the library's annual Summer Reading Club.
- Facilitate the Reading Buddies program. Reading Buddies is one of several summer reading programs offered at the Library. Reading Buddies targets struggling readers with additional supports and activities designed to nurture a love of reading.
- Ensure that Indigenous books and stories are highlighted in Reading Buddies. This includes books by Indigenous authors and illustrators, Indigenous characters and stories that share Indigenous culture and teachings. Books highlighting community-building, the environment and sustainability, especially those that emphasize Indigenous perspectives, as well as multi-lingual books, will also be included.
- Plan activities relating to Indigenous, community-building, and environmental themes for Reading Buddies and for use during community outreach.
- Present children's programs, including literacy-based programs and storytelling.
- Assist in promoting literacy programs to the community.
- Coordinate the schedules, training and other activities of volunteers for the reading program.
- Serve as mentor to volunteers and work with Library staff when needed to provide guidance to volunteers.
- Promote the love of reading and listen to children discuss books they have read.
- Maintain files on registered children and keep statistics on the progress of children's reading.
- Assists with preparing related reports for submission to funders.
- Participate in community outreach, especially outreach that supports the recommendations of the Calls to Action of the City of Hamilton's Urban Indigenous strategy and outreach.
- Library Page duties as required.

MINIMUM QUALIFICATIONS:

- Senior high school (completion of grade 11 or 12), college and university students will be considered (16 to 30 years of age).
- Interest in or working towards a career in the library/information field, teaching, early childhood education, Indigenous studies environmental education or literacy.
- Demonstrated ability in working with children, volunteers and diverse communities.
- Experience in planning, delivering and evaluating children's programs
- Familiarity with public library collections as well as knowledge of books, authors and resources that are diverse, accessible, engaging and of interest to children 6-12 years of age.
- Knowledge and understanding of early and middle childhood development
- Excellent interpersonal and problem-solving skills.
- Strong written, verbal and oral communication skills, organizational skills, and attention to detail.
- High level of comfort and experience with computer applications, including working knowledge of word processing, spreadsheet and presentation software, online databases, Internet browsers, information sharing and communication technology.
- A driver's license and access to a vehicle, or an ability to travel within the city, will be necessary for some positions.

Please be aware the selection process may involve any of interviews, test, and presentations or any combination thereof.

Applying:

The deadline for this application is 11:59 p.m. on March 31, 2023.

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).

Submission of references also stands as consent to obtain reference checks, personal or background checks and personnel file information as the Hamilton Public Library may require in connection with your employment.

We respect the confidentiality of applicants and check references near the final stages of the selection process.

The successful candidate will have to provide original proof of a Criminal Record and Judicial Matters Check. 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.

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 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.

Vaccine Verification – As a condition of employment you are required to provide proof that you are fully vaccinated or provide proof of valid exemption satisfactory to the employer prior to your start date. You must acknowledge and agree to comply with any future vaccine policy requirements as an ongoing condition of employment at the City of Hamilton. For more information, please review our [Mandatory Workplace COVID-19 Vaccination Certification Policy](#).