

Summer Literacy Worker – Job Description 2019

Young Canada Works (YCW) June 3 to August 24 (12 weeks). 35 hour work week including evening and weekend work. Positions available at the following locations: Barton/Kenilworth, Central, Concession/Turner Park, Locke/Westdale and Turner Park. The hourly rate to be paid is \$14.00. Senior high school (completion of grade 11 or 12), college and university students will be considered (16 to 30 years of age). 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 2019.

Canada Summer Jobs – (CSJ) June 17 to August 24 (10 weeks). 35 hour work week including evening and weekend work. Positions available at the following locations: Ancaster/Dundas, Central/Bookmobile, Concession/Turner Park, Red Hill, Saltfleet/Stoney Creek, Sherwood, Terryberry. The hourly rate to be paid is \$14.00. College or university students will be considered (15 to 30 years of age). 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.

Community Action Program for Children – (CAPC) – Neighbourhood Summer Reading Program - June 17 to August 24 (10 weeks). 35 hour work week including evening and weekend work. Two positions are available based out of the Red Hill, Saltfleet and Stoney Creek branches of the Hamilton Public Library with work taking place at various locations in the east end of Hamilton. The hourly rate to be paid is \$14.00. College and university students will be considered.

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.

JOB DUTIES

- Assists children's staff in planning and conducting a wide variety of summer literacy activities
- Listens to children reading and discussing books. Includes and promotes books by Indigenous authors. Includes and promotes books that encourage responsible environmental stewardship
- Assists in promoting and publicizing programs and collections to the community
- Coordinates the schedules, training and other activities of volunteers for the program.
- Assists with outreach programs in the community to publicize summer reading and other library services, including outreach that supports the recommendations of the Truth and Reconciliation Commission's Call to Action and the City of Hamilton's Indigenous strategy.
- Communicates with parents of registered children on their child's experiences
- Maintains files on registered children and keeps attendance statistics
- Prepares reports.
- Page duties as required.

QUALIFICATIONS

- Senior high school, college and university level students will be considered.
- Demonstrated ability in working with children, volunteers and diverse communities.
- Experience in planning and presenting children's programs
- Superior written and verbal communication skills.
- High level of comfort and experience with microcomputer applications, including word processing software and the Internet.
- A driver's licence and access to a vehicle, or an ability to travel within the city, will be necessary for some positions.

NOTE: This position is of interest to students who are planning a career in the library/information field, teaching, early childhood education, Indigenous studies, environmental education or literacy

Please apply on or before 11:59 pm Wednesday, May 21, 2019.
Please visit www.hpl.ca and proceed to job opportunities to apply through City of Hamilton recruiting site.

Interviews will be conducted starting the week of May 21, 2019

Offers for positions will be made dependent on grant approval.

Only those individuals 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.

The incumbent shall comply with all Health and Safety Policies and Practices for this position and the workplace. The incumbent will be required to provide a recent Police Vulnerable Sector Check (dated within the last 12 months).