

SUMMER LITERACY WORKER – JOB DESCRIPTION 2015

Young Canada Works – (YCW)

June 8 to August 28 (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. College and 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. 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 2015.

Canada Summer Jobs – (CSJ)

June 22 to August 28 (10 weeks). 35 hour work week including evening and weekend work. Positions available at the following locations: Ancaster/Dundas, Central, Red Hill, Saltfleet/Stoney Creek, Sherwood, Terryberry, Valley Park/Binbrook & Waterdown. 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 22 to August 28 (10 weeks). 35 hour work week including evening and weekend work. Two positions are available based out of the Red Hill Branch 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.

Hamilton Community Foundation - (HCF) - Summer Literacy Camps

Davis Creek @ 350 Quigley Road - June 22 to August 28 (10 weeks). 35 hour work week including evening and weekend work. One position is available. College and university students will be considered.

Riverdale Recreation Centre – June 22 to August 21 (9 weeks). 30 hour work week including evening and weekend work. One position is available. College and university students will be considered.

Riverdale Recreation Centre – June 29 to August 21 (8 weeks). 30 hour work week including evening and weekend work. One position is available. High school students will be considered.

The hourly rate to be paid for all three positions is \$14.00. First aid certification not mandatory but preferred.

JOB SUMMARY

Under the direction of the Manager, Youth Services, Manager, Partnership & Outreach, Branch Managers, or designated Community Youth Librarian, assists in planning the library's Summer Reading Club/Camp and Reading Buddies Literacy Programs, conducts children's programs, assists in promoting programs to the community, coordinates the activities of volunteers, listens to reading reports from children, conducts community walks and keeps appropriate statistics.

JOB DUTIES

- Assists children's staff in planning and conducting a wide variety of summer literacy programs for the programs.
- Plans, prepares and delivers literacy based and general camp type activities for children from birth to 13 years of age.
- Coordinates schedules, training, other activities of volunteers for the program.
- Listens to children giving reading reports.
- Assists with outreach programs in the community to publicize summer reading and other library services.
- Communicates with parents of registered children on their child's progress.
- Maintains files on registered children and keeps statistics on the progress of children's reading.
- Distributes library flyers and posters in the community to publicize programs.
- Plans and prepares healthy snacks/lunch for camp participants (HCF camp only)
- Works collaboratively with community partners delivering summer camp programming.
- Prepares reports for submission to funders.
- Page duties as required.

QUALIFICATIONS

- Young Canada Works – college and university level students will be considered.
- Canada Summer Jobs - completion of college/university level courses in library work, child development, children's literature or related studies.
- CAPC - college and university level students will be considered.
- HCF - college and university level students will be considered for two positions and high school students will be considered for one position.
- Demonstrated ability in working with children, volunteers and the multicultural community.
- Experience in planning and presenting children's programs in a camp setting and conducting training workshops.
- Superior written and verbal communication skills.
- High level of comfort and experience with microcomputer applications, including work 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 or literacy.

Interviews will be conducted starting the week of May 11, 2015

Please apply on or before Monday April 27, 2015.

Please visit www.hpl.ca and proceed to employment opportunities to apply through City of Hamilton recruiting site.

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, 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 Vulnerable Sector Screening (dated within the last 12 months).