

Wood Buffalo Regional Library



COMMUNITY SERVICES SUMMER READING ASSISTANT

Community Services Department

Position Type/ Hours: The Wood Buffalo Regional Library is seeking a Summer Reading Assistant to join the Community Services Team. This is a temporary full time position working 35 hours per week from May 13, 2019 to August 30, 2019. This position is within the CUPE 2157-01 Bargaining Unit.

Primary Role Focus: Responsible for the reading program for the local communities.
• Reports to the Community Services Manager and Community Services Coordinator

Duties and Responsibilities

- Ensure compliance with all Library policies and procedures
- Assist in planning, implementing, measurement and evaluation of community services and programs
- Deliver programs, both individually and as a member of a collaborative team within school and community organizations

Qualifications:

Required Experience and Education:

- Current University or College student; preferably enrolled in English, Education, or Librarianship, and returning to full time studies in the fall of 2019
 - Applicants must provide proof that they are enrolled in full time studies from an accredited post-secondary institutions and returning in the fall of 2019
- Experience planning and presenting programs in a public setting
- Knowledge of FOIP and the ability to interpret FOIP

Required Skills and Abilities

- Proficient with Microsoft Office Suite, Internet, and Databases
- Organized and able to prioritize work skillfully and efficiently
- Strong communication and interpersonal skills
- Able to work in a team environment

Physical Requirements:

- Performs a wide range of physical motions, which may include routine and repetitive bending, reaching, pushing, moving and carrying library materials. Must have sufficient strength to repeatedly move or lift material weighing between 1 and 10 pounds and push material, such book carts and bins, weighing excess of 50 pounds

Additional Requirements:

- The successful candidate will be required to provide:
 - Vulnerable Sector Check conducted by the RCMP
 - Clean drivers abstract
- Standard First Aid safety certification considered an asset
- Priority will be given to eligible students who are residents of the Regional Municipality of Wood Buffalo (RMWB) or whose parents/legal guardians are permanent residents of the RMWB

Schedule

- Must be available to work days, evenings and weekends as per Library operational needs.
 - Monday to Friday: Between 8:30am to 9:15pm; Saturday and Sundays: Between 8:30am to 5:15pm

Hourly Rate \$24.50 per hour

Closing Date: March 1, 2019 (**Posted February 4, 2019**)

Posting Type: Internal & External
If you would like to apply for this position please forward your résumé and cover letter to the below contact. Please use "Community Services Summer Reading Assistant" in the subject line.
Send application to workwithus@wbri.ca

We appreciate the interest of all applicants; however, only those individuals selected for interviews will be contacted.