



<i>Posting ID</i>	02-2025
<i>Posting Type</i>	Internal & External
<i>Posting Date</i>	2/14/2025
<i>Closing Date</i>	2/27/2025
<i>Number of Openings</i>	1

Community Engagement Associate (Temporary, Full Time)

Wood Buffalo Regional Library (WBRL) is seeking a Summer Associate to join our team!

Key Responsibilities and Duties:

- Actively engage with WBRL patrons, providing excellence in customer service.
- Endorse the mission, vision, and values of WBRL, including a commitment to universal access to information, intellectual freedom, and inclusion.
- Apply and ensure compliance with WBRL policies and procedures and applicable legislation.
- Attend and participate in required meetings and training opportunities.
- Submit project and task reports to the Community Engagement Manager.
- Plan and prepare summer programs for all ages. Programs may include crafts, literacy activities, and STEAM activities.
- Deliver programs, both individually and as a member of a collaborative team, within school and community organizations and within the Wood Buffalo Regional Library.
- Shop for, prepare, and deliver supplies for partner-run programs.
- Assist with other outreach activities, as needed.
- Capture and report statistics.
- Liaise with the Community Engagement Manager to promote programs, events, and other Community Engagement services.

The Community Engagement Assistant works collaboratively with colleagues and is dedicated to meeting WBRL's service goals.

Education and Experience Qualifications

Required:

- Current University or College student between the ages of 18 and 30; preferably enrolled in Education and returning to full time studies in the fall of 2025. (Applicants must provide proof that they are enrolled in full time studies from an accredited post-secondary institution and returning in the fall of 2025.)
- Experience planning and presenting programs in a public setting.
- Experience working with and maintaining an environment with young children and teens.

Considered an asset:

- Standard First Aid Certification.

Knowledge and Abilities

The successful candidate must demonstrate:

- Commitment to customer service excellence.
- Knowledge of and ability to apply literacy principles, including but not limited to reading, writing, and numerical literacy, information and media literacy, and digital literacy.

- Knowledge of and ability to use technology including but not limited to computers and mobile devices, databases, software (e.g. Microsoft Office and Google Docs), operating systems, online applications, electronic resources, digital library services, STEAM technology and social media.
- Comfort in assisting library users from a variety of backgrounds and with diverse needs.
- Excellent communication and interpersonal skills, including presentation skills.
- Ability to engage large groups of people with confidence and maintain order during busy programs.
- Ability to deescalate situations with the public and maintain a professional demeanor in difficult circumstances.
- Strong work ethic and level of personal accountability. Ability to be reliable.
- Ability to plan and prioritize tasks.
- Ability to manage multiple responsibilities at once and shift quickly from one task to another in a busy environment.
- Desire to learn, ongoing commitment to acquiring new knowledge and skills.
- Ability to identify and solve routine and atypical problems and facilitate appropriate resolutions.
- Ability to work productively and positively on a team.
- Ability to adapt in a dynamic work environment.

Physical Requirements

- Ability to perform a range of physical motions, including routine and repetitive bending, pushing, moving, and carrying library materials.
- Carrying and lifting up to 35 pounds.

Other Requirements

- Current, acceptable Vulnerable Sector Check conducted by the RCMP.
- Class 5 Driver's License and current, clean Driver's Abstract.
- Ability to drive WBRL vehicles.
- Ability to drive and work in all weather conditions.
- Comfort flying in a small aircraft to remote communities.

To view the full job description, please email workwithus@wbrl.ca.

Schedule	35 hours a week. Available to work flexible schedule, including days, evenings, and weekends, to meet WBRL operational needs.
Hourly Rate	\$21.79 per hour. In addition to this rate of pay, we offer 6% vacation pay biweekly.
Union	CUPE 2157-01
Reports to	Community Engagement Manager, Community Engagement Department

If you would like to apply for this position, please send your resume and cover letter to workwithus@wbrl.ca. Please include CE Summer Associate in the subject line. We appreciate the interest of all applicants. Only those individuals selected for interviews will be contacted.

In the event there are no qualified applicants, WBRL may, at its discretion, waive all or part of the education or experience requirements.