

TOWNSHIP OF HAVELOCK-BELMONT-METHUEN

Job Description

Position:	Library Assistant Summer Youth		
Department:	Administration		
Reports to:	Librarian		
This job description is:	New	Revised	x
	Wage: \$14.00 per hour		

JOB SUMMARY:

Reporting to the Township's Librarian the Library Assistant Summer Youth is responsible for assisting with the daily activities at the three (3) library branches (Havelock, Cordova, and Kasshabog Lake).

DUTIES AND KEY RESPONSIBILITIES:

Assist with daily activities of the library branches.

Assist with initial reception of telephone and resident library enquiries.

Assist and instruct residents using public access computers.

Plan and conduct a summer reading program for children between the ages of 2 to 12 years by use of stories and crafts.

Other duties as assigned by the Librarian.

SUPERVISORY RESPONSIBILITIES:

The incumbent has no supervisory responsibilities.

JOB SPECIFICATIONS:

Must be a youth which is defined as a person between the ages of 15 to 30 years old.

Preference will be given to applicants enrolled in a Bachelor of Education, Early Childhood Education college/ university program or equivalent.

Demonstrated computer and internet skills of asset.

Must be able to work during the months and times specified (set to begin in June and continue until the end of August, Tuesday to Saturday, 30 hours per week).

A valid and clean Ontario Class G Drivers' license is required and access to personal vehicle to travel from various libraries (please submit a 3-year uncertified drivers record with application).

Requirement to submit a satisfactory Police Record Check prior to the commencement of employment.

KEY PERFORMANCE COMPETENCIES:

Must attain a strong work ethic and be self-motivated.

Demonstrated ability to work effectively with a team and maintain constructive working relationships.

Demonstrated ability to clearly and effectively present information through spoken and written word.

Demonstrated public relations and communication skills, ensuring polite and tactful relations with residents.

Must represent the Township in a positive and respectful manner at all times.

Demonstrated ability to ensure the confidentiality of all corporate information and transactions are in accordance with the Municipal Freedom of Information and Protection of Personal Privacy Act.

Demonstrated awareness and knowledge of proper safety procedures and ability to act in accordance with established guidelines, follow standard policies, procedures, and legislation such as *Occupational Health and Safety Act; AODA, etc.*

WORKING CONDITIONS:

Work is in an office environment at the Townships libraries.

Normal stress associated with office interruptions and customer enquiries.

Work requires you to supervise young children.

CONTACTS:

Internal:

- Librarian, Library Assistant and other municipal staff for the exchange of information.

External:

- General public to convey or exchange information.

I have read this Job Description and understand the job requirements of this position and the expected standards of performance.

Signature of Incumbent

Date

Signature of Librarian

Signature of Chief Administrative Officer

Date