



**Job title: Summer Literacy Coordinator**

**Reports to:** CEO

**Salary:** \$15/ hour

**Duration:** Approximately 30 hours per week (including Saturdays)

**Length of Employment:** 8 weeks (May 22-July 18)

**Job Summary**

You will join the library employees as part of the team performing a variety of tasks. These will include but are not limited to:

- work with the busy main desk helping patrons with questions, searches, check-ins, check-outs, printing, computer sign up, membership sign up and more
- assist with programs offered by the library for children, youth and adults
- help maintain collections through shelving, and shelf reading
- contributing to the library's social media accounts
- collect statistics and metrics of the programs
- assisting with Summer Reading Program planning and organization

**Qualifications:**

- excellent customer service skills
- must be available for all open library hours
- must be willing to provide references and vulnerable sector police check
- technology (experience and familiar with computers, social media, and can easily learn new programs if needed)

**Eligibility Requirements (All must be met to qualify)**

**This is a grant made possible through Canada Summer Jobs and the Tweed Public Library Board**

- youth must be between 15-30 years of age at the start of employment
- have been registered as a full time student during the preceding academic year;
- intend to return to school on a full time basis during the next academic year
- be a Canadian citizen, permanent resident, or person whom refugee protection has been conferred under the immigration and refugee protection act (foreign students not eligible)
- be legally entitled to work according to the level of relevant provincial/ territorial legislation and regulations

**Please submit a resume and cover letter to Shannon Burgess, CEO by 5 p.m., Friday May 11, 2018**