

**Milton Public Library
Main Library / Beaty Branch
Positions to be Filled**

- Position:** Summer Student Program Assistant
- Qualifications:**
- Minimum Grade 10
 - Experience with Children
 - Ability to work harmoniously with staff and patrons
 - Art skills an asset
- Location:** Information Services
- General Duties:** See attached job description
- Starting Date:** May 28, 2018
- Closing Date:** April 22, 2018
- Salary:** \$14.00 per hour
- Hours of Work:** Up to an average of 35 hours per week for 12 weeks, including some evenings and weekends
- Apply in Writing to:** Cyndi Duncan, Financial & HR Officer
1010 Main Street E., Milton, ON L9T 6H7
cyndi.duncan@mpl.on.ca

The successful candidate will have to provide a current *Vulnerable Sector Screening Police Check* and have access to a vehicle for travel between branches.

The Milton Public Library is an Equal Opportunity Employer in accordance with the Accessibility for Ontarians with Disabilities Act, 2005 and the Ontario Human Rights Code. The Milton Public Library will provide accommodations throughout the recruitment and selection and/or assessment process to applicants with disabilities. Personal information provided is collected under the authority of the Municipal Freedom of Information and Protection of Privacy Act.

04/2018

**MILTON PUBLIC LIBRARY
POSITION DESCRIPTION**

POSITION:	Summer Student Programme Assistant
AREA:	Information Services
RESPONSIBLE TO:	Children's Librarian
POSITIONS SUPERVISED:	None
CLASSIFICATION:	N/A
SCHEDULE:	Full time or part time – up to 35 Hours per Week (late May to mid-August)

QUALIFICATIONS:

- Minimum Grade 10
- Ability to file accurately by numeric and alphabetic sequence
- Ability to interact harmoniously and courteously with the public and staff
- Experience working with children
- Art skills an asset
- Keyboarding an asset
- Must be returning to school in the fall

POSITION SUMMARY:

The Summer Student Programme Assistant works with the Children's Services Librarian, and other Library staff, in the planning and execution of in-house summer programmes for school-aged and pre-school children.

DUTIES:

1. Design, develop and create displays and artwork to advertise summer programmes within and outside the library (flyers and programme materials).
2. Create an appealing environment for programmes and create wall displays to encourage reading.
3. Co-ordination of Summer Reading Book Club in conjunction with Children's Librarian.
4. Performs other duties as assigned.