

## CONTRACT POSITIONS for SUMMER CHILDREN'S SERVICES ASSISTANT

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### LOCATIONS:

- North Vaughan (1 position) / West Vaughan (1 position) / East Vaughan (1 position)

**RATE OF PAY:** \$14.00 per hour

### DURATION:

8 weeks

Proposed Start Date: Monday, June 18, 2018

Proposed Completion Date: Friday, August 10, 2018

### HOURS:

35 hours per week; schedule may include weekdays, evenings and weekends.

### JOB SUMMARY:

1. Assist staff in preparing and conducting a variety of programs:
  - Actively promote library programs to customers
  - Preparing programming resources
  - Assisting children with activities
2. Support Summer Reading Club program:
  - Creating attractive displays
  - Prepare registration packages
  - Assist children with reporting reading progress
  - Properly documenting registration
3. Assist staff in conducting outreach programs in the community:
  - Participate in summer camp and daycare program
  - Preparing programming resources
  - Assisting children with activities
4. Supports the *Mission, Vision and Values* of Vaughan Public Libraries.
5. Responsible for ensuring compliance with the *Occupational Health and Safety Act* and Regulations, and the Corporate Health & Safety Policy and related procedures.
6. Perform other assigned duties.

### EDUCATION AND EXPERIENCE REQUIREMENTS:

- ♦ Completed 1-2 years post-secondary education.
- ♦ Returning to post-secondary education in September 2018.
- ♦ Demonstrated ability and enthusiasm for working with children.
- ♦ Strong verbal and written communication skills.
- ♦ Comfortable working with STEAM (science, technology, engineering, arts, mathematics) resources and technologies.
- ♦ Ability to initiate work, problem solve and work independently.
- ♦ Ability to file accurately.
- ♦ Ability to lift and carry.
- ♦ Ability to work at multiple library locations.

### HOW TO APPLY:

Applicants for this position must submit an up-to-date resume, accompanied by a covering letter stating the position, preferred location(s), and **Recruitment Reference #SCS-2018, no later than Monday, April 30, 2018**. Incomplete submissions will not be accepted. Applications should be addressed to The Recruitment Office, Vaughan Public Libraries, 2191 Major Mackenzie Drive, Vaughan, Ontario L6A 4W2. Applications are acceptable by mail or email at: [vpjjobs@vaughan.ca](mailto:vpjjobs@vaughan.ca).

### ADDITIONAL INFORMATION:

In order to qualify for permanent employment within any department or service location with the Vaughan Public Library Board, an applicant must not be related to any member of staff of that department or service location. For further information, contact Mary Pesce, Staff Engagement Assistant, at 905-653-7323, extn. 4602.