

Gravenhurst Public Library

POSITION DESCRIPTION

Position Title: Summer Reading Program Coordinator (Student)

Reports to: Child and Youth Services Librarian

POSITION SUMMARY

The Summer Reading Program Coordinator is responsible for: planning, organizing and delivering a full summer schedule of children's programming including special events; developing program related promotional materials and displays; working closely with other library staff; and delivering high quality customer service to library users.

DUTIES & RESPONSIBILITIES

1. Leadership – working closely with the Child and Youth Services Librarian and other library staff; contributing to the work team by demonstrating a positive attitude and a growth mindset; establishing partnerships with municipal staff, community groups and agencies for the provision and promotion of summer activities; attending staff meetings and providing verbal or written programming updates at these meetings; keeping library staff regularly informed of upcoming programs and events; collaborating on end of summer reporting and statistics collection to be provided to the CEO / Chief Librarian; providing outreach to the community and attending community events.
2. Children's programming – researching and incorporating activities that are creative and experiential in nature and support the concept of learning through play (i.e. stories, crafts, games, song); preparing and providing programming specifically geared to different age groups; establishing a schedule of programs for the summer; interacting with children and parents in a manner that supports positive development; setting up and tearing down programming room as required; keeping desk and program storage areas well organized and tidy; selecting, ordering/purchasing necessary programming materials.
3. Special events – planning and facilitating special events i.e. author visits, storytime guests, local heroes; keeping on top of all the necessary details to help ensure the event is a success; approaching special guests in a welcoming and respectful manner throughout the process of planning and executing the event.
4. Promotions and displays - Creating promotional materials for the summer programming activities and disseminating these materials to the community; visiting all area schools to promote summer programming and special events; using both traditional and social media to market programming and special events; develop and

assemble promotional displays; keeping book displays in the children's area of the library filled; creating book displays that reflect children's programming themes.

5. Delivery of high quality customer service – providing general assistance to library users in locating information and/or children's library materials; instructing users in the use of library resources and equipment; providing general information and assistance to users using the public access terminals; keeping apprised of current library policies and procedures; continuing to be familiar with children's collection of library materials.
6. Clerical Duties – recording daily program attendance statistics; responding to written communications from other staff or special guests in a timely and effective manner.
7. Carrying out special projects and other duties as assigned by the Child and Youth Services Librarian.

Vulnerable Sector (Criminal) Record Check:

Please note that applicants must be prepared to provide a Vulnerable Sector Check at their own expense before being employed by the Town of Gravenhurst.

SUPERVISION REQUIREMENTS

Positions Supervised Directly: N/A

EDUCATION, SKILLS and EXPERIENCE

1. Minimum 1 year postsecondary education. Students enrolled in full time postsecondary study in the areas of education or library science with a demonstrated interest in children's programming preferred.
2. Experience working with children preferred.
3. Is between the ages of 18 and 30.
4. Strong public relations and customer service skills.
5. Excellent oral, written and interpersonal communication skills.
6. Skilled at working independently while contributing to the work team.
7. Strong interpersonal communication skills, including a welcoming manner, active listening and non-judgmental response.
8. Exceptional ability to successfully multitask in a busy work environment.
9. Excellent organizational and time management skills.
10. Proven aptitude for taking initiative.
11. High level of computer literacy with strong proficiency in MS Office and maker technologies.
12. Hold a Valid Ontario Drivers License; use of own vehicle may be required.
13. Physically able to carry out all aspects of the job.
14. CPR/First Aid Certification preferred.
15. WHIMIS 2015 certification is required for all new hires and must be presented at the time of hire.

HEALTH & SAFETY RESPONSIBILITIES:

As the Gravenhurst Library Board has adopted health and safety policies established by the Town of Gravenhurst, Library staff members are responsible:

1. To learn, understand and practice standard Town operating procedures.
2. To be familiar with and comply with the provisions of the Occupational Health and Safety Act and Regulations; and the Towns Health and Safety Policies and Procedures.
3. To take every possible precaution to protect themselves and fellow workers from health and safety hazards and unsafe situations.
4. To report unsafe acts or conditions to their supervisor or a Health and Safety Committee Representative.
5. To report any occupational injury or illness immediately to their supervisor.
6. To use personal protective equipment, where required.
7. To report any contravention of the Occupational Health and Safety Act.

PHYSICAL/PSYCHOLOGICAL DEMANDS and WORKING CONDITIONS

Environment: Work is conducted in an office environment with some exposure to criticism from the public. Requirement to juggle priorities, meet deadlines, verbally communicate to exchange information. deal with constant interruptions and changing demands during the course of a working day; occasions whereby an extremely short amount of time is available to complete a project or task (regularly); wide variety of tasks requiring ability to manage multiple projects and make independent decisions (daily); while maintaining a pleasant, professional and positive demeanour.

Physical: Requirement for sufficient physical ability and mobility to work in an office setting and in a field environment; to stand or sit for prolonged periods of time; to occasionally stoop, bend, kneel, crouch, reach, and twist; to lift, carry, push, and/or pull light to moderate amounts of weight; to operate office equipment requiring repetitive hand movement and fine coordination including use of a computer keyboard; to travel to other locations; to operate equipment and vehicle.

CONTACTS

Incumbent communicates regularly with the Child and Youth Services Librarian, library staff, municipal staff, and the general public.

REVIEW/APPROVAL

CEO/ Chief Librarian: _____ Date: _____

Library Board Chair: _____ Date: _____

Affiliation: Non-Union

Job Description reviewed Dec. 10, 2021