

JOB TITLE	SUMMER CHILDREN'S SERVICES ASSISTANT
Recruitment Ref #	SCS-2024-R
Location	North Vaughan / West Vaughan / East Vaughan
Salary	\$18.05 per hour
Start Date	June 17, 2024
Duration	9 Weeks (August 2024)
Hours	35 hours per week; schedule may include weekdays, evenings and weekends.
Responsibilities	<ol style="list-style-type: none"> 1. Assist staff in preparing and conducting a variety of programs in-person or virtually <ul style="list-style-type: none"> ○ Actively promote library programs to customers ○ Preparing programming resources ○ Assisting children with activities 2. Support Summer Reading Club program: <ul style="list-style-type: none"> ○ Creating attractive displays ○ Prepare registration packages ○ Assist children with reporting reading progress in-person or virtually ○ Properly documenting registration 3. Assist staff in conducting outreach programs in the community in-person or virtually <ul style="list-style-type: none"> ○ Participate in summer camp and childcare 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. 6. Perform other assigned duties.
Requirements	<ul style="list-style-type: none"> • Completed 1-2 years post-secondary education. • Returning to post-secondary education in September 2024. • 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. • Comfortable collaborating in a virtual environment. • Flexible thinker, ability to adapt to changing circumstances that may require a mix of in-person and virtual program delivery. • Ability to file accurately. • Ability to lift and carry. • Ability to work at multiple library locations and virtual platform, preferably Zoom. • Meets the Candidate Eligibility Requirements of the Canada Summer Jobs and Young Canada Works program.
How to Apply	<p>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-2024-R. 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 and emailed: vpljobs@vaughan.ca.</p>
Closing Date of Posting:	NO LATER THAN WEDNESDAY, MAY 8, 2024 at 4:00 pm
For further information	Contact Alexandra Eisenbichler, Library Manager at 905-653-7323, ext. 4122



Other	<p>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.</p> <p>Vaughan Public Libraries aspires to employ a staff that fully represents the diversity of the community we serve. VPL is committed to equity in its policies, practices, and programs, and we support diversity in our services to the public, our staff complement and in the work environment. All qualified individuals who would contribute to the further diversification of our organization are encouraged to apply. Vaughan Public Libraries is a proud recipient of the Angus Mowat Award of Excellence, awarded by the Ministry of Tourism, Culture and Sport for our Belonging Initiative. This celebrated an all-encompassing movement toward diversity, equity and inclusion across the entire organization — in our corporate culture, our operations and our relationship with the community, through services, resources, programming and spaces.</p> <p>Vaughan Public Libraries is committed to the principles of the Accessibility for Ontarians with Disability Act (AODA). As such, we strive to make our recruitment, assessment, and selection process as accessible as possible and provide accommodations as required for applicants with disabilities. If you require any accommodations at any point during the application and hiring process, please contact vpjobs@vaughan.ca. Vaughan Public Libraries is also committed to ensuring that confidentiality is maintained throughout all aspects of the recruitment cycle.</p>
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