



External Job Posting, Pickering Public Library

Are you passionate about Children & Literacy and looking for a summer job? Then Pickering Public Library is the place for you!

Pickering Public Library has a summer job opening (contract runs from June 25th to August 17th) for a friendly and organized post-secondary student to provide library program support as a **Summer Program Assistant**. Under the direction of programming staff, the successful candidate will provide administrative assistance and program support for our children's and youth programs. **This position is made possible largely due to the Canada Summer Jobs (CSJ) grant, an initiative of the Summer Work Experience program.** One of the priorities of CSJ 2018 is to support employers who intend to hire youth in underrepresented groups. Preference for this position will be given to a post-secondary student from a visible minority.

<https://www.canada.ca/en/employment-social-development/services/funding/canada-summer-jobs.html>

To be eligible, a participant must:

- Be between 15 and 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 student in a secondary, post-secondary, CEGEP (Quebec only), vocational or technical program;
- Be a Canadian Citizen, permanent resident or person on whom refugee protection has been conferred under the Immigration and Refugee Protection Act *and*;
- Be legally entitled to work according to the relevant provincial / territorial legislation and regulations

This position works a variety of shifts (days, evenings, and weekends). The ideal candidate will be a friendly, reliable, organized, and team focused student who enjoys helping people.

Salary: \$16.72 per hour

Hours: 30 hours per week (240 hours in total)

The successful applicant :

Under the direction of staff,

- Assists staff with the TD Summer Reading Club program by assembling reading packages, promotional activities, participating in the launch and wrap-up events, listening to children's reading reports, handling data entry.
- Assist with children's programming by preparing crafts and support Library staff to carry out programs.
- Verifies client registration (attendance check-off) on sign-in sheets.
- Responds to client inquiries and concerns. Refers to senior staff if necessary.
- Provides direction to teen volunteers.
- Other duties consistent with job responsibilities.

Candidates will be scheduled to work varying shifts including days, evenings, and weekends at any location within the library system.

Pickering Public Library is a competency-based workplace. The Library seeks applicants with specific aptitudes (see the attached list of competencies and visit us online at <http://www.picnet.org/careers>).

We thank all applicants for their interest. Please note that only candidates selected for an interview will be contacted. Successful applicants must be prepared to undergo a satisfactory Criminal Records Check (CPIC vulnerable sector search) as a condition of employment.

Please quote Job ID #E-11 and email resumes to Sarah Lombard in HR:
careers@picnet.org

In your cover letter, please detail your strengths and work experience.

Closing date for applications: May 28, 2018 at 1pm

Planned starting date: June 25, 2018

Competencies

Accountability

Meets commitments and deadlines. Performs work in accordance with safety and security requirements

- Completes assignments and work commitments on time.
- Delivers quality work with limited errors
- Acknowledges errors or mistakes and takes ownership over corrections
- Maintains acceptable attendance
- Respects confidentiality.
- Reports any potential health & safety or security concerns.
- Participates in required safety training.

Client Focus

Responds to client needs and internal requests.

- Considers the client's needs when completing work, making suggestions and providing service that typically results in client satisfaction
- Always displays professionalism, respect and dignity in daily interactions
- Follows through on commitments and responds to inquiries, emails, requests and complaints in a timely fashion
- Provides a level of service and assistance that is consistent with organizational guidelines and practices

Communication

Effectively listens and communicates. Clearly communicates concerns and responds to conflict directly

- Verbally communicates information with clarity
- Uses active listening and concentration in order to increase understanding
- Writes with clarity and purpose, structures written documents in a logical order, ensures spelling and grammar are appropriate
- Is polite and professional in both verbal and written communication.
- Handles conflict by having an open discussion with the individual(s) involved.
- Clearly communicates ideas and concerns by stating point of view while being open to hearing other feedback.

Flexibility

Responds positively to changing needs and conditions

- Understands that change happens and keeps an open mind to new initiatives
- Is flexible to altering normal working conditions in order to get a job done (i.e. assisting a co-worker, takes assignments outside of regular job duties)
- Recognizes the value of different opinions, approaches and perspectives
- Remains positive during times of uncertainty

Problem Solving & Decision Making

Recognizes and identifies issues and offers solutions and/or makes decisions that fall within the position's responsibilities and involves others as required

- Asks questions and looks for answers to issues.
- Identifies issues, makes appropriate decisions for the position and offers basic solutions based on available resources
- Attempts to resolve issues that fall within their scope and accountability
- Involves or refers the issue or decision making to the right person or authority to have the situation resolved
- Makes suggestions at team meetings and to manager on potential/ known issues and possible solutions

Teamwork & Relationship Building

Maintains positive productive working relationships, participates in team or group activities and helps team members.

- Develops and maintains work relationships that are required in order to achieve regular tasks and objectives
- Easily establishes rapport, and communicates openly and effectively
- Is tactful and diplomatic with the ability to remain calm and composed in difficult situations
- Practices active listening and has solid understanding of others.
- Participates in team building and works toward achieving team objectives.
- Meets deadlines and commitments set by the team.