



FORT FRANCES PUBLIC LIBRARY TECHNOLOGY CENTRE

Position: Summer Library Assistant

Classification: Management/Non-Union, part-time

Reports To: Chief Executive Officer

Pay: \$18.49/hour

Date: May 2025

Position Summary:

This full-time seasonal position is generously funded through the Canada Summer Jobs grant. The position is primarily responsible for facilitating the Library's 2025 TD Summer Reading Club activities and programs, and for planning and facilitating STEM-focused programming.

Direction Received:

This position routinely carries out their duties and responsibilities without close supervision but is guided by well-defined policies and operating procedures. The position reports directly to the Chief Executive Officer, with additional guidance provided to this position by the Children's Services Clerk and IT Coordinator.

Direction of Others:

This position is without supervisory responsibilities.

Areas of Responsibility:

Summer Reading Club

- Promotes and implements Summer Reading Club activities and programs.
- Maintains and monitors accurate records related to Summer Reading Club participation and statistics.
- Assists the Children's Services Clerk with programming and related duties.

STEM Programming

- Print 3D models using the 3D printer for patrons as a part of the Quick Print service model.
- Plan and facilitate STEM programming for children and youth.
- Assists IT Coordinator with IT-focused workshops as required.

General Duties

- Performs circulation duties in addition to shelving returned materials, shelf-reading, booking meeting rooms, assisting with photocopying, faxing and printing.
- Assists patrons in locating materials and information in the library, on the internet, and in the Library's e-Resources.
- Instructs and assist library patrons in the use of the internet, numerous software applications, online databases, and downloaded content.
- Troubleshoots personal electronic device problems for patrons as appropriate.
- Performs other duties as assigned.

Working Conditions:

- A typical work week consists of 35 hours including days, evenings and potential weekend work, to ensure programming and staffing requirements are met.
- Works in a computerized public service environment.
- Working conditions regularly involve a degree of mental stress and physical strain with the possibility of prolonged periods with irregular breaks.
- Some element of personal risk involved in the performance of these duties.

Minimum Qualifications:

- Experience working with children, or in libraries or educational settings.
- Strong computer skills, and ability to learn and adapt to new technologies and initiatives.
- Strong customer service and communications skills.
- Able to work independently and complete assignments with minimal supervision.
- Ability to multi-task.

Conditions of Employment:

- Must be a Canadian citizen, permanent resident, or a person whom refugee protection has been conferred under Canada's *Immigration and Refugee Protection Act*.
- Must be legally entitled to work in Canada and Ontario.
- Must be between the ages of 15-30 (inclusive) at the start of employment.
- Must provide a satisfactory Criminal Record Check and clear Vulnerable Sector Check prior to employment.
- Minimum Class "G2" Ontario Driver's License (or equivalent) is preferred.

Please submit all cover letters and resumes for this position to Nadine Cousineau, Interim CEO. Application packages can be emailed to ncousineau@ffpltc.ca or dropped off at the Fort Frances Public Library Technology Centre during open hours.

Posting will remain open until Monday, June 9 2024. Please note that only candidates selected for interview will be contacted.