

## **Summer Program Branch Assistant Summer -- 12-Week Appointment**

The Whitby Public Library is seeking qualified candidates for the above position.

This position is made possible through the *Young Canada Works* program. This program allows young Canadians to gain practical work experience related to their studies and explore career opportunities, while improving their second language skills and earning money to help pay for their education.

This position offers the opportunity to work within a collaborative work environment in a growing and successful library system in the growing and vibrant community of Whitby, Ontario. Reporting to the Manager, Branch and Borrower Services, the successful candidate for this 35-hour per week position is passionate about providing excellent customer service and creating meaningful connections with our customers.

### **QUALIFICATIONS:**

*Young Canada Works* requires candidates to be between the ages of 16 and 30 and be a high school, college or university student. Preference will be given to candidates who have completed a postsecondary degree. Superior critical thinking and organizational skills, excellent communication skills, and an ability to work independently are all required. Experience working in a library or customer service environment, as well as fluency in French, would be an asset. The candidate must have superior technology skills, be a self-starter and able to work independently. Familiarity with various devices and troubleshooting experience would be an asset, as would experience with Horizon, the library's automated system.

### **POSITION SUMMARY:**

The Summer Program Branch Assistant will work in one or both of the Whitby Public Library's community branches. They will assist the branch by providing direct public service at the borrower services desk, retrieving patron holds, registering new patrons and answering patron queries, including technology-related assistance. They will assist with trace and missing items reports, withdrawing of outdated and damaged items as well as locating reserved material on library shelves at the branches. The Summer Branch Program Assistant will also provide assistance with Summer Reading Club programming and activities. They may also assist or run other summer programs, storytimes or attend outreach events.

This temporary CUPE-affiliated position runs from June 3- August 24, 2024. 35 hours per week. \$28.88 per hour.

For your safety and the safety of others, you will be required to demonstrate in writing, from an Ontario Ministry of Health authorized site, that you are fully vaccinated for COVID-19 as of your hire date. Vaccination requirements are subject to bona fide medical and/or human rights exemptions. Any request for an exemption will be reviewed on a case-by-case basis, as per our COVID-19 Vaccine Policy, and would be subject to the Library's accommodation process.

Address applications to:

Corporate Services

Whitby Public Library, 405 Dundas St. W., Whitby, ON, L1N 6A1

[jobs@whitbylibrary.ca](mailto:jobs@whitbylibrary.ca)

[www.whitbylibrary.ca](http://www.whitbylibrary.ca)

Deadline for receipt of applications is **Wednesday, March 20, 2024, at 5:00 p.m.**

The Whitby Public Library is an equal opportunity employer and is committed to inclusive, barrier-free recruitment and selection processes and work environments. Please advise Corporate Services of any accommodations needed to ensure your access to a fair and equitable process. Any information received relating to accommodation will be addressed confidentially.

Acknowledgement will only be forwarded to those applicants who are invited for an interview.

Personal information provided is collected under the authority of The Municipal Act.