

## Moose Jaw Public Library Summer Jobs

The Moose Jaw Public Library is seeking a Summer Student (201801) to help organize and run our Summer Reading Club. This temporary position will run for 11 weeks, from **June 11, 2018 to August 24, 2018**. The first two weeks are offered at 15 hours per week. The remaining weeks offer 30 hours per week. The successful applicant must have been a fulltime **post-secondary student both semesters in the 2017/2018 school year**, between the ages of 15 – 30, who is returning to full-time studies in Fall 2018 and must be eligible to work in Canada.

Under the supervision of the Children's Librarian, the successful applicant will be responsible for the planning, promotion and implementation of the Summer Reading Club.

Duties/Responsibilities may include:

- Handling the daily operations of the Summer Reading Club;
- Monitoring summer reading supplies and prize items, and restocking when necessary;
- Preparing and maintaining displays related to the program
- Assisting the Children's Librarian with publicity – posters, school visits, signage, etc;
- Delivering programs in a variety of locations
- Planning and implementing activities for children and teens of various ages;
- Preparing age-appropriate sample crafts for all craft activities;
- Setting up for each program, and tidying up at the end of the day;
- Assisting the staff with the implementation of the program in an enthusiastic and confident manner;
- Other duties as assigned.

The successful candidate will:

- Have experience working with children in a classroom, camp or daycare setting;
- Be creative and artistic;
- Possess strong organizational and time management skills;
- Be able to work independently with minimal supervision;
- Communicate effectively and deal with the public in a friendly and tactful manner;
- Have experience in using Google software, products and word processing.

The following skills would be considered an asset:

- Experience in planning and implementing programs for children;
- Be interested in science, technology or the maker movement
- Knowledge of games and crafts appropriate for different age groups;

The successful candidate must complete a Criminal Records Check to the satisfaction of the Moose Jaw Public Library Board.

Job Rate: 12.50/hr

APPLY IN WRITING TO:

Ms. Tina Dolcetti, Children's Librarian  
Moose Jaw Public Library  
461 Langdon Crescent  
Moose Jaw, Saskatchewan S6H 0X6

OR BY E-MAIL TO:

[tdolcetti@moosejawlibrary.ca](mailto:tdolcetti@moosejawlibrary.ca)

Applications must include a resume, a cover letter, and 3 references. The application must include Job Reference 201801 in the subject of the email.

**DEADLINE FOR APPLICATIONS: 5:00 p.m. May 20, 2018**

Please note: Only those applicants selected for an interview will be contacted.