



Job Opportunity
Adult Services Assistant – Summer Programmer
(30 hours per week)
Innisfil ideaLAB & Library (www.innisfilidealab.ca)

Position Description:

The Adult Services Assistant – Summer Programmer will work as part of our dynamic Programming team to support and offer exciting, engaging, and high-quality synchronous and asynchronous virtual programming for adults and seniors. Working closely with the Adult Services Librarian, the Summer Programmer will provide program and services support for Adults and Seniors, as well as assisting with researching and developing new programs. They will also assist with materials preparation, the creation of resource handouts and act as secondary support staff for virtual programs.

Qualifications:

- Between the ages of 15 and 30 (grant requirement);
- Must be available to work flexible hours, including evenings and weekends, at all branches of the library system;
- Excellent interpersonal communication skills, able to work independently and as part of a team, takes initiative, and thrives in an environment that encourages self-directed time-management;
- Experience working with groups of adults and seniors in a public library setting or equivalent;
- Excellent technology skills, including software like Zoom or Google Meet, familiarity with Microsoft Suite and Google Docs, comfort with mobile devices and tablets and with video creation and editing. Knowledge of literature and programming resources in a Library setting an asset;
- Valid driver's license and reliable transportation;
- Police records check is required.

Fourteen-week position starting the week of May 16, 2022, with a 30-hour workweek.

Salary: \$17.00 per hour

Note: This opportunity may change due to funding and COVID-19, including moving to virtual offerings.

Relevant Policy Information

The Innisfil ideaLAB and Library is committed to the health, safety and well-being of the Library's workplace community and members of the public. The Library has

implemented a COVID-19 Vaccination Policy strongly encouraging vaccinations for all employees who can be vaccinated against COVID-19 (respectful of Ontario Human Rights Code considerations). The Policy requires mandatory disclosure of vaccination status and full compliance with the policy requirements. All new employees (and re-hires) are subject to the COVID-19 Vaccination Policy and COVID-19 Vaccination Procedure as a condition of employment and disclosure of vaccination status is required prior to commencing employment.

Please mail or email resumes by 5:00 p.m. on Tuesday, February 1, 2022 to:

Job Opportunities

Innisfil ideaLAB & Library

967 Innisfil Beach Road, Innisfil, Ontario, L9S 1V3

Email: jobs@innisfilidealab.ca

Subject line to read: Adult Services Assistant – Summer Programmer

We thank all applicants for their interest; and advise that only those selected for an interview will be contacted. Personal information contained in your resume is collected under the authority of the Municipal Freedom of Information and Protection of Privacy Act and will be used strictly for employment assessment purposes.

Accommodations for disabilities will be provided, on request, to support candidate participation in all aspects of the recruitment process. To request accommodation, please contact the Deputy Chief Librarian.