



**Job Opportunity**  
**Creative Making & Discovery – Summer Assistant**  
**30 hours per week**  
**Innisfil ideaLAB & Library, Innisfil, Ontario**

**OUR ENVIRONMENT**

Innisfil ideaLAB & Library is a dynamic, innovative, community hub providing opportunities for learning, discovery, gathering and fun for all Innisfil residents. We offer a friendly and collaborative work environment with room for growth, and a range of training and development opportunities. Our Staff are our greatest resource and it's their ideas, skills, and initiative that push us forward to provide outstanding services and we are committed to attracting and retaining individuals who represent the diversity in our own community and beyond.

**POSITION DESCRIPTION**

As part of the Summer Programming Team, the Creative Making & Discovery – Summer Assistant will work as part of our dynamic team to offer exciting, engaging, and high-quality in person programming for people of all ages. Working together with staff in the HackLAB & MediaLAB, the Summer Assistant will develop and implement programs based on STEAM and 'Maker' philosophies. They will also represent the Library as front-line staff, reinforcing our values and demonstrating our commitment to high-quality service to all.

**WHO WE'RE LOOKING FOR**

- Between the ages of 15 and 30 (grant requirement)
- Must be available to work flexible hours, including evenings and weekends
- Excellent 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 in a public library setting or equivalent
- Excellent computer skills, knowledge of STEAM-based learning, and comfortable with both group and one-on-one instruction. Those with experience in coding, robotics, filmmaking and editing, photography and other 'Maker' technologies including 3D printing and Vector design preferred
- Experience using Google Workspaces (particularly Forms, Sheets, and Docs), Microsoft Suite, and video calling tools
- Able to work at all Library Branches, sometimes at more than one branch per day
- Vulnerable Sector Check is required

Fourteen-week position starting the week of May 13, 2023, with a 30-hour workweek.

**Pay Rate:** \$20.31 per hour

## **RELEVANT POLICY INFORMATION**

The Innisfil ideaLAB and Library is an equal opportunity employer and is committed to building an inclusive and diverse workplace. We prohibit discrimination and harassment of any kind based on race, colour, sex, religion, sexual orientation, gender identity and age.

Accommodations for disabilities will be provided, on request, to support candidate participation in all aspects of the recruitment process. To request accommodation please contact [jmiyasaki@innisfilidealab.ca](mailto:jmiyasaki@innisfilidealab.ca) or call 705-431-7410.

We thank all applicants for their interest; however, only those candidates invited for an interview will be acknowledged. 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.

Please mail or email resumes by 5:00 p.m. on Friday, January 26, 2024 to:

Job Opportunities

Innisfil ideaLAB & Library

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

Email: [jobs@innisfilidealab.ca](mailto:jobs@innisfilidealab.ca)

Subject line to read: Creative Making & Discovery – Summer Assistant