

ANNAPOLIS VALLEY REGIONAL LIBRARY

Job Description

Job Title

Summer Reading Club Assistant

Classification

Salary Band 2; Library Clerk

Reports to

Coordinator of Public Services

SUMMARY OF JOB

Under the supervision of the Coordinator of Public Services, the SRC Assistant will promote the Summer Reading Club through school and community visits deliver STEAM-themed activities for children over the summer months. The Assistant will develop creative educational programs to and deliver them at our 11 branches.

DUTIES

- Create promotional presentation for the Summer Reading Club
- Contact schools, daycares, and First Nations communities to schedule time to present (in person or via video conference software or pre-recorded video).
- Develop, schedule, and deliver creative educational programs across our 11 branches and arrange to have take-home kits sent to local libraries for pick up by participants. Programs are based on literacy, science, movement, and/or art and culture
- Assist local libraries at Summer Reading Club sign-up events
- Represent AVRL at in-person outreach events
- Collaborate with the Marketing Librarian to promote the SRC
- Assist Indigenous Outreach Liaison in development of program kits for First Nation Communities and libraries
- Develop tracking spreadsheets for programs and outreach schedules
- Perform clerical tasks such as photocopying, collating, and compiling for Summer Reading Club materials

EDUCATION AND EXPERIENCE

- High school graduation and some post-secondary required; Education, Early Childhood Education, or Library Science students preferred
- Excellent computer skills required; experience filming/editing video is helpful
- Must be able to drive and provide own transportation
- Experience working with children required
- Experience working with or in First Nations communities and/or involvement in Indigenous studies is an asset

TYPE AND LEVEL OF SUPERVISION

None; contributes to positive work environment.

KNOWLEDGE AND ABILITIES REQUIRED

Communication

- Practices conversation as a valuable means of exploring ideas and making sense together
- Communicates effectively using a variety of methods
- Communicates effectively with a variety of audiences and individuals from diverse backgrounds
- Selects and applies the most appropriate and effective communication skills to meet situational needs

Collaborative Relations

- Develops and maintains healthy relationships with others to achieve common goals
- Works collaboratively in teams or groups
- Demonstrates an aptitude for collective problem solving
- Practices informal leadership

Ethics and Values

- Demonstrates an active commitment to service that guides work performance
- Understands and acts in accordance with professional values and ethics of library service
- Demonstrate a strong work ethic and personal accountability
- Demonstrates loyalty and commitment to the organization

Customer Service

- Provides assistance to library users in a manner that is warm, welcoming, and respectful
- Facilitates requests for information and provides accurate and appropriate answers
- Demonstrates comfort in assisting library users with disabilities and accommodating special needs
- Demonstrates a good working knowledge of the programs and services offered by the library
- Connects patrons of all ages with resources that encourage reading

Programming & Outreach

- Designs and implements outreach services and library programs for targeted groups that offer information, special skills or entertainment
- Designs and implements outreach services to increase children's and families' use of library services and to reach under-served populations
- Develops and delivers engaging programs
- Delivers programs to achieve stated outcomes for children, young adult, and adult patrons

Basic Computer Literacy

- Performs basic functions of e-mail applications
- Performs basic calendar operations and task management
- Understands and uses basic computer hardware and peripherals
- Understands and performs basic operating system functions
- Understands and performs basic functions and tasks of common software programs
- Performs basic printing operations from common applications
- Demonstrates beginner-level proficiency with word processing programs
- Demonstrates beginner-level proficiency with spreadsheet programs
- Demonstrates beginner level proficiency with mobile devices

Intermediate Technology

- Demonstrates a general understanding of all the technologies utilized by the library: e.g. catalogue, website, social media, etc.
- Understands and uses the Internet and web based applications
- Performs basic information searches
- Understands common security protocols related to Internet use
- Understands and uses common social media tools
- Uses technology to share information, communicate, and collaborate

Software Proficiency

- Demonstrates intermediate to advanced proficiency with presentation programs
- Demonstrates familiarity and beginner-level proficiency with document management programs
- Demonstrates familiarity and beginner-level proficiency with web-based office applications for online collaboration
- Demonstrates beginner-level proficiency with database applications
- Demonstrates intermediate to advanced proficiency with photo-editing programs
- Demonstrates intermediate to advanced proficiency with electronic publishing applications