



## **JOB POSTING – April 19, 2024**

### **Summer Reading Club (SRC) Assistant (Competition T24-03): June 24-August 19**

Cochrane Public Library (CPL) is looking for library lovers, relationship builders, and lifelong learners who would like to join our amazing team and support our Summer Reading Club (SRC) Coordinator in delivering and promoting outstanding children's programs for the Summer Reading Club. Our ideal candidate will be an all-around Library champion with the ability to engage and establish relationships with patrons, program participants, fellow team members, and within the community.

A friendly demeanor, positive attitude, and willingness to help and take on new challenges are a must in this role, as you represent CPL to our community and contribute to a fun, collaborative, and respectful workplace. We work as a team and practice our shared workplace values in all interactions with the public and with each other.

You must have the ability to communicate confidently and clearly with diverse audiences and enjoy building relationships as you interact with large groups of program participants as well as other members of the community. Strong written communication skills are also essential for the preparation of clear and organized programs plans, materials, evaluations and reports as well as professional correspondence with other team members and external parties to effectively share and gather information necessary to perform your duties.

You will support the membership services team and work to become knowledgeable and stay up to date with library materials, digital resources, program offerings, and many other services available at CPL so you can confidently share this information with patrons and provide the best service possible.

This role requires the ability to manage multiple projects at a time and adjust quickly to changing plans and priorities in what can be a very active and fast-paced environment. The ability to learn and follow policies and standard procedures is necessary, as well as the ability to apply critical thinking and good judgment to finding solutions for uncommon or challenging situations.

If you would like to work with us and think you are a good fit for this position, we would love to hear from you!

**Job Description:** The SRC Assistant is responsible for supporting the SRC Coordinator in the facilitation of CPL's annual Summer Reading Club, which will include but not be limited to: assisting in the delivery of children's programs (on and off site), creation and distribution of promotional materials, and participation in program evaluation.

**Education and Experience Required:**

- Education Degree or Early Childhood Development Diploma
  - Equivalent combinations of education and/or experience in programming/customer service may also be considered
- One to two years of customer service experience is required
  - Demonstrated customer service skill set (communication, issue resolution, relationship development)
  - Previous work experience in a library would be considered a strong asset

**Other Requirements:**

- Applicants must have the ability to meet the requirements of the grant funding body, including:
  - be between 15 and 30 years of age at the beginning of the employment period
  - be a Canadian citizen, permanent resident, or person to whom refugee protection has been conferred under the Immigration and Refugee Protection Act for the duration of the employment, and;
  - have a valid Social Insurance Number at the start of employment and be legally entitled to work in Canada in accordance with relevant provincial or territorial legislation and regulations
- Intermediate level of technological literacy skills
  - Confident using a PC and experience navigating a digital file system (ie: Windows Explorer, Teams)
  - Hands on experience using MS Office (Word, Excel, Outlook) and Internet browsers
  - Familiarity with a variety of office equipment (photocopier, printer, scanner)
  - Demonstrated ability to support others with technology-related challenges
  - Experience with library-specific software and/or digital resources would be considered a strong asset
  - Experience using social media in a promotional capacity would be considered a strong asset
- Fluency in both verbal and written English
  - Fluency in languages other than English is an asset
- Satisfactory Vulnerable Sector Check from the Police Service
- Valid Alberta driver's license (may be required); ability to satisfy insurance requirements

**Physical Demands & Working Conditions:**

- Lifting and pushing up to 10 kg of library materials
- Shift work required
- Ability to squat, kneel, bend, raise arms above shoulders, read small print
- Repetitive hand movement for extended periods of time
- Standing for extended periods of time

**Schedule:** This is a full-time term position with 40 set hours per week, to be initially scheduled as Monday through Friday, 9am-6pm. This position will also require occasional evening and weekend shifts.

**Term position - Start date:** June 24, 2024

**Term position - End date:** August 19, 2024

**Compensation:** \$20.50 per hour

**To Apply:** Please apply via email to HR Manager at [hr@cochranepubliclibrary.ca](mailto:hr@cochranepubliclibrary.ca) and make sure to include your resume and a cover letter telling us why you would be a great fit for this position at Cochrane Public Library. The subject line of your email should include the Competition # for the position noted above.

**Closing Date:** This posting will close at 5pm on May 17, 2024.

***\*Please note that only those candidates selected for further consideration will be contacted***

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*The Cochrane Public Library is strongly committed to diversity within its community and especially welcomes applications from racialized persons / persons of colour, Indigenous Peoples of North America, persons with disabilities, LGBTQ2S+ persons, and others who may contribute to the further diversification of ideas.*

*The Cochrane Public Library is an equal opportunity employer. As such, we strive to make our recruitment, assessment and selection processes as accessible as possible and provide accommodations as required for applicants with disabilities. If you require any accommodations at any point during the application and hiring process, please contact [hr@cochranepubliclibrary.ca](mailto:hr@cochranepubliclibrary.ca)*