

<b>Job title</b>	<i>Summer Programming Assistant</i>
<b>Reports to</b>	<i>Public Services - Children's Services and Programming</i>

### **Job purpose**

Primary: To assist children's services staff in the preparation, presentation, and implementation of programs and events which will focus on, but not be exclusive to, the province-wide reading club theme/activities.

### **Examples of duties and responsibilities**

- Assist children's services staff in the preparation, presentation, promotion and implementation of programs and events which will focus on, but not be exclusive to, the province-wide reading club theme/activities.
- Prepare and present various segments (events, activities, particular age group) of the summer reading program.
- Supervise and maintain organization of the general reading game including keeping record of each child's progress
- Organize and deliver a Teen Reading Club
- Assist children in selecting library books and other materials, acting as a role model/mentor.
- Maintain order in the children's areas of the library.
- Prepare displays that feature and emphasize themes being presented.

### **Skills required**

- Ability to communicate well with children of all ages (kindergarten and up) and their care-givers
- Enthusiastic reader who is willing to share this enthusiasm
- Interest in preparing posters, displays and other promotional material.
- Some knowledge of children's books and children's interests
- Ability to work on one's own from time to time
- Ability to remain calm and work with others
- Creativity in motivating children to explore the world of reading.

### **Qualifications**

- Experience working with children, e.g. babysitting, Sunday school, Day Care, Summer Camps, teacher's assistant etc.
- Grade 12-minimum; college or university student enrolled in the fields of education, childcare, recreation or related creative programs preferred