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## TOWNSHIP OF UXBRIDGE PUBLIC LIBRARY

P.O. Box 279, 9 Toronto Street South  
Uxbridge, Ontario  
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### SUMMER STUDENT POSITION AVAILABLE

The Township of Uxbridge Public Library is looking for a post-secondary student to work as our

#### **Children's Summer Program Coordinator.**

**Hours:** 35 hours per week from May 13, 2024 to August 30, 2024.

Position is contingent upon student grant approval.

**Wage:** \$17.10 per hour

**Application Deadline:** April 12, 2024 by 5:00 pm

**Please apply with a cover letter and resume.** Resumes can be dropped off at the library or emailed to:

Corrinne Morrison, Library Manager  
[corrinne.morrison@uxlib.com](mailto:corrinne.morrison@uxlib.com)

**Job Summary:** To provide exciting, enjoyable, educational programs and camps for school age children at the Uxbridge Public Library. Develop, coordinate and conduct all children's programming. This includes, but is not limited to, teaching, creation of activities, creating materials, maintaining all records and statistics for all summer programs, marketing and promotion in coordination with existing library staff, and evaluation of the program.

#### **Skills and Qualifications:**

- Should be enrolled in a post-secondary program for Fall of 2024. Preference given to students in a program that relates to child welfare or teaching
- Exceptional people-skills, comfortable presenting to individuals and groups
- Demonstrated ability to be independent and innovative
- Ability to multitask, prioritize and manage time efficiently
- Ability to act as a mentor/role model for program participants, fellow staff and volunteers
- Strong interpersonal communication skills and concrete relationship building skills
- Ability to work well as part of a team
- Previous experience in planning and conducting activities, programs or camps for/with children strongly preferred
- Experience in supervising a small team preferred
- Self-motivated and well organized
- Ability to adapt to quickly
- Solid knowledge of common word processing and publishing programs

- Previous experience in a Library setting is an asset
- Community volunteer work preferred
- Bilingualism an asset, but not required
- Committing to work until August 30, 2024 is mandatory. Please note that due to the nature of this role, the expectation is that the successful candidate will work for the entire period with only statutory holidays and weekends as time off.

Only those applicants selected for an interview will be contacted. Interviews will be conducted during the week of April 22, 2024. Thank you for applying.

*This position is subject to providing proof of full vaccination against COVID-19 in alignment with the Township Policy September 23, 2021, COVID-19 Vaccination Policy. Successful candidates will be required to be fully vaccinated with a Health Canada or World Health Organization approved COVID19 vaccine series with the final dose at least 14 days prior to your start date. The Township will consider cases requiring accommodation as stipulated by relevant employment standards legislation or regulation and/or the Ontario Human Rights Code.*

*We are an Equal Opportunity Employer in accordance with the Accessibility for Ontarians with Disabilities Act, 2005 and the Ontario Human Rights Code (OHRC). The Township of Uxbridge will provide accommodations throughout the recruitment and selection and/or assessment process to applicants with disabilities and/or needs related to the OHRC. Personal information provided is collected under the authority of The Municipal Freedom of Information and Protection of Privacy Act.*