

## Otonabee – South Monaghan Public Library

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Job Description – Library Student Program Assistant		
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**Immediate Supervisor:** CEO and or Library Program Coordinator

**Position Supervised:** None

The Library Student Program Assistant's role is to assist the Program Coordinator in facilitating library programs and services to patrons of the Otonabee - South Monaghan Libraries, as required by the Otonabee - South Monaghan Libraries' policies and procedures.

### Position Summary

The Library Student Program Assistant position assists the Program Coordinator and Program and Communications Clerk with program activities for Minecraft Summer Camp, Summer Programming for children aged 4-6 & 7-12 as well assist staff with basic library duties.

Under the supervision of the Program Coordinator and or CEO, this position will:

- Assist with the implementation of fun and interesting summer program activities for various ages
- Minecraft Summer Camp: assist and be the Lead with Minecraft activities both with the Game Lab and Activities.
- Assist with supervision of participants aged 7-12
- Research and present theme related library books that will encourage participants to keep reading
- Set-up, prepare Lab activities, clean up etc.

Assist the CEO and library staff in the day-to-day library functions as required.

### Qualifications

- Experience working with children, and youth
- Must have strong knowledge in Minecraft
- Demonstrated organizational skills
- Be proficient in using computers, Internet navigation, common office software and social media

### Minimum

- Currently enrolled in secondary or post-secondary institution
- Must be willing to learn library operations and services
- Demonstrate creativity, and punctuality

- Excellent written and verbal communication skills especially with children and their parents
- Excellent interpersonal skills
- Excellent organizational skills
- Excellent customer service skills demonstrating enthusiasm for working with the public
- Be flexible and effective working with others in a team environment
- Must be able to work days
- Must have reliable transportation to and from library

#### Other Duties

- Ensure the confidentiality of all information in accordance with the Municipal Freedom of Information Officer
- Adhere to the Occupational Health and Safety Act and the Library Board's Health and Safety Policy