



## Job Posting

Milton Public Library inspires through discovery, collaboration and creation as an equal opportunity employer, who is committed to diversity, inclusion, equity and anti-racism. As one of the fastest-growing municipalities in North America, Milton Public Library (MPL) is an award winning system focused on innovation and empowering the community to: Read. Learn. Create. Connect.

|                      |                                            |
|----------------------|--------------------------------------------|
| <b>Position:</b>     | Summer Student                             |
| <b>Location:</b>     | Main                                       |
| <b>Status:</b>       | 12 week Contract – up to 35 hours per week |
| <b>Salary Range:</b> | \$15.50 per hour                           |

### **Responsibility and Duties:**

The Summer Student Program Assistant works with Library staff, in the planning and execution of in-house summer programs for school-aged and pre-school children.

### **Duties**

1. Design, develop and create displays and artwork to advertise summer programs within and outside the library (flyers and programme materials).
2. Create an appealing environment for programmes and create wall displays to encourage reading.
3. Co-ordination of Summer Reading Book Club in conjunction with Library staff.
4. Performs other duties as assigned.

### **Qualifications/Competencies:**

- Minimum Grade 10
- Must be enrolled in full-time education and returning to full-time education in September 2022 between the ages of 15 and 29.
- Must be able to work the entire contract period
- Ability to file accurately by numeric and alphabetic sequence
- Ability to interact harmoniously and courteously with the public and staff
- Experience working with children
- Access to a Vehicle an asset
- Art skills an asset
- Keyboarding an asset
- Must be returning to school in the fall
- Must be fully vaccinated against Covid-19

### **Application Process**

Interested candidates are asked to submit a resume and covering letter indicating how they meet the qualifications of this position by March 22<sup>nd</sup>, 2023 quoting posting 22-08 to:

**Human Resources**



Email: [careers@mpl.on.ca](mailto:careers@mpl.on.ca)

**ONLY THOSE SELECTED FOR AN INTERVIEW WILL BE CONTACTED.**

The Milton Public Library thanks all applicants for their interest, however, only those selected for an interview will be contacted. Personal information is collected under the authority of the Municipal Freedom of Information and Protection of Privacy Act, RSO 1990, for recruitment purposes. Questions about this collection of personal information should be directed to: Chief Librarian, Milton Public Library, 1010 Main Street East, Milton, ON, L9T 6H7

The Milton Public Library is pleased to accommodate individual needs in accordance with the Accessibility of Ontarians with Disabilities Act, 2005 (AODA), within our recruitment process. If you require accommodation at any time throughout the recruitment process, please contact Human Resources at [careers@mpl.on.ca](mailto:careers@mpl.on.ca)