

Job Posting

Milton Public Library is committed to inspiring through discovery, collaboration and creation. As one of the fastest-growing municipalities in North America, Milton Public Library (MPL) is an award winning system focused on innovation. MPL empowers the community to: Read. Learn. Create. Connect.

Position:	Arts and Crafts Program Coordinator (Canada Summer Jobs)
Status:	Full Time (June 3, 2024 – August 2, 2024; 8 weeks contract)
Salary Range:	\$16.55
Home Location:	Main Branch
Hours of Work:	35 hours per week

Position Summary

The arts and crafts program coordinator will be responsible for developing and managing arts and crafts programs that engage children, foster creativity, and provide a platform for artistic expression. cultural sensitivity, and have a commitment to promoting education in multilingual settings.

Typical Duties and Responsibilities

- Design and implement a diverse range of art and craft programs for children of various ages.
- Develop a schedule of engaging workshops, classes, and events that align with the library's mission and community needs.
- Source and organize art supplies for programs, ensuring they are age-appropriate and within budget constraints.
- Prepare materials in advance of each program and maintain an organized inventory.
- Collaborate with local schools, community groups, and artists to enhance the diversity and quality of art and craft programs.
- Actively promote programs through various channels to attract a wide audience.
- Lead and facilitate art and craft workshops, providing clear instructions and guidance to participants.
- Encourage a positive and inclusive atmosphere, fostering creativity and self-expression.
- Collaboration with Library Staff:
- Coordinate with other library departments to integrate art and craft programs with broader library initiatives.
- Collaborate with colleagues to cross-promote programs and ensure a cohesive library experience.
- Record Keeping:
- Maintain accurate records of program attendance, participant feedback, and any relevant metrics.
- Compile reports for library management to assess the success and impact of art and craft programs.
- Develop and manage the budget for art and craft programs, including expenses related to materials, guest instructors, and promotional materials.
- Stay informed about current trends and best practices in art education and programming.
- Attend relevant workshops, conferences, and training sessions to enhance program quality.

Qualifications

- In order to be eligible, participants must:
 - Be between 15-30 years of age, at the start of the funded position.
 - Be a Canadian Citizen, permanent resident, or someone to whom Refugee Status has been granted/conferred.
 - Have a valid SIN
 - International students, and those who are here in Canada on a work, youth, or visitor visa/permit are not eligible for the program.

Application Process

Interested candidates are asked to submit a resume and covering letter indicating how they meet the qualifications of this position by **5:00 pm on May 21, 2024** quoting posting **24-05** to:

Human Resources
Email: careers@beinspired.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@beinspired.ca