

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:	Teen Club Programs Coordinator (Canada Summer Jobs) (2 Positions)
Status:	Full Time (June 24, 2024 – August 23, 2024; 8 weeks contract)
Salary Range:	\$16.55
Home Location:	Main Branch
Hours of Work:	35 hours per week

Position Summary

The successful candidate will be responsible for developing, implementing, and overseeing various engaging activities and programs for teenagers. The Teen Club Program Coordinator will play a key role in creating a positive and inclusive environment that fosters the personal and social development of underrepresented teenagers in our community.

Typical Duties and Responsibilities

- Design, plan, and implement a variety of recreational, educational, and social activities for teenagers.
- Conduct outreach to attract a diverse group of teenagers to the Teen Club.
- Maintain accurate records of attendance, program outcomes, and participant feedback.
- Implement and enforce safety protocols to ensure the well-being of participants and staff during all activities.
- Stay informed about and ensure compliance with relevant regulations and standards for youth programs.

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 **24-07** 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 accomodation at any time throughout the recruitment process, please contact Human Resources at careers@beinspired.ca