



Petawawa

PUBLIC LIBRARY

Join our Team

Position: Summer Literacy Programmer

Job Summary:

The Petawawa Public Library is seeking an outgoing, friendly post-secondary student to plan and deliver group-based literacy programming and one-on-one reading tutoring for school-aged children.

Petawawa is situated in the beautiful Ottawa Valley and the unceded, Unsurrendered territory of the Anishinaabe Algonquin Nation. It is day-trip distance to Ottawa, and in close proximity to Algonquin Provincial Park, the Bonnechere Caves, and other scenic parks and attractions. Petawawa is home to Garrison Petawawa Canadian Forces Bases.

This position supports delivery of the **TD Summer Reading Club** which promotes reading and literacy development for school-aged children.

The successful candidate will also assist in running the reading club sign-up, tracking participation and registration, and promotion of the reading program with children and families.

Job Duties

- Promote the Petawawa Public Library Summer Reading Club in the library and in the community
- Plan and facilitate literacy activities for children, including preparation, set-up and clean-up
- Provide one-on-one literacy tutoring for children (up to 15 over the summer months)
- Staff the registration desk for the Summer Reading Club and data entry to track participation and registrants
- Participate in regular coaching meetings with supervisor and mentor
- Participate in weekend and evening shifts to staff the Summer Reading Program
- Assist with STEM programming for ages 6-12
- Submit a Summer Reading Club Report and present highlights to Supervisor during the final week of the contract
- Report concerns, needs, or incidents to CEO
- Other duties as assigned

Requirements:

Must meet all requirements of the Young Canada Works in Heritage Organizations program which include that you:

- are a Canadian citizen or a permanent resident, or have refugee status in Canada (non-Canadians holding temporary work visas or awaiting permanent status are not eligible);
- are legally entitled to work in Canada;
- are between 16 and 30 years of age at the start of employment;
- are willing to commit to the full duration of the work assignment;
- will not have another full-time job (over 30 hours a week) during the Young Canada Works (YCW) work assignment;
- have been a full-time high school, college, CEGEP or university student (as defined by their educational institution) in the semester preceding the YCW work assignment; and
- intend to return to full-time studies in the semester following the YCW work assignment.
- Note: Priority will be given to students who have not previously participated in the YCWHO employment program.

Additional requirements:

- Must be outgoing, enthusiastic, flexible, reliable, and self-motivated.
- Must be able to work independently and as part of a team.
- Must have experience working with children.
- Must be willing to work flexible hours including evenings and Saturdays.
- Post-secondary student in library or education-related field of study
- The ability to provide service in French is a definite asset.
- Must provide a criminal record check with vulnerable sector screening.
- Current First Aid and CPR preferred.

Hours of Work: 35 hours per week for 14 weeks (May 15 to August 19, 2023)

Hourly wage: \$17.10 per hour

Apply by email to:

Lynn Tweedie, Interim Chief Executive Officer, Petawawa Public Library

l.tweedie@petawawapubliclibrary.ca

Please use **Summer Literacy Programmer** in the subject line.

Application deadline: Monday May 1, 2023 at 4 pm.