Indigenous Library Assistant – Summer Reading Club (SRC)

**Job Description**
Under the supervision and direction of the Library Assistant II: Children’s & Youth Services and the Director, the Indigenous Library Assistant will be responsible for the following tasks and responsibilities:

**Summer Reading Club:**
- Plan, promote and deliver programs following the provincial Summer Reading Club theme in cooperation with their fellow Library Assistant – SRC, **with an additional focus on incorporating elements of Indigenous culture.**
- Decorate the children’s area following the provincial Summer Reading Club theme.
- Promote the program **with an additional focus on promotion to Indigenous community members.**
- Assist with Teen Programming.
- Maintain statistical records and write a final report.

Under the supervision of the Library Assistant II: Children’s & Youth Services and the Director, the Indigenous Library Assistant – SRC and the Library Assistant -- SRC will be jointly responsible for the following tasks and responsibilities:
- Assist with the upkeep and modification of SRC library documents.

**Education & Qualifications**
- **Preference will be given to individuals who self-identify as Indigenous**
- **Knowledge of, and connection to, the local Indigenous community will be considered a strong asset**
- Between 15 and 30 years of age
- Registered as a full-time student in the previous academic year and intending to return to school on a full-time basis in the next academic year
- Minimum of 1 year post-secondary education is preferred

**Experience**
- Familiarity with libraries and library systems
- Experience working with children
- Artistic and /or theatrical experience and abilities will be considered an asset

**Skills**
- Ability to work independently and as part of a team
- Excellent oral and written communication skills
- Excellent customer service and conflict resolution skills
- Ability to use tact, independent judgment, and initiative
- Strong computer skills (e.g. apps, Internet, email, Word, Excel) and ability to learn new technologies (e.g. robotics, online gaming)

**Suitability**
- Responsible, creative, enjoys working with children and youth