



# Library Summer Clerk

Tay Township Public Library - Employment Opportunity

## Student, Contract Position (On-Site) – Summer 2025

The Tay Township Public Library, located on the sunset shores of Georgian Bay, is seeking a driven individual to join #TeamTay for the 2025 Summer Term (June 3 to August 30, 2025) as a Library Summer Clerk. Tay Township proudly offers students a hands-on learning environment based on variety, development, and mentorship.

Reporting to the Head Librarian, the Library Summer Clerk promotes, coordinates, and delivers children's programming at the three branches of the Library and assists Library staff with routine Library duties.

## Qualifications

- Active enrollment in post-secondary education at an accredited educational institution; enrollment in Library and Information Science and/or a Library Technician program, or another relevant discipline, is considered an asset.
- Class 'G' or 'G2' driver's license in good standing or alternate means of transportation to travel amongst branches.
- Possess public relations and interpersonal skills to clarify facts, give information and respond to patrons.
- Creative skills to design attractive posters and displays, and to identify, design and teach crafts.
- Strong computer skills including document management, word processing, internet and e-mail programs and related office equipment; established writing skills with a high level of accuracy; developed proofreading skills and careful attention to detail.
- Understands and promotes the significance of public libraries and their role in society, both in general and in the Library's service area and surrounding local communities.
- Demonstrates a good working knowledge of the full range of programs and services offered by the Library and an understanding of the technologies utilized by the Library (e.g., catalogue, website, social media etc.).

- Understands and uses common social networking and online collaboration tools, and common security protocols related to Internet use.

The pay rate for this Full-Time, Student Contract position is \$18.75 per hour with a 35-hour work week during Library Service/Hours of Operation – Tuesday through Saturday, with occasional requirement to attend evening meetings and events.

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**Join #TeamTay today and help transform the way local government connects with the community it serves.**

Interested applicants are encouraged to do the following:

1. Reference the complete position description including comprehensive qualifications available on the Tay Township website – [www.tay.ca/jobs](http://www.tay.ca/jobs)
2. Please submit (1) a cover letter and (2) a resume via email by **4:00 p.m., Friday, January 17, 2025,** to the attention of **Human Resources (HR@Tay.ca)**.

Application Notes:

- Please reference '**2025-007**' within the email subject line.
- Please indicate how you heard about this opportunity within your application.

We appreciate the interest of all applicants, however, only those candidates selected for consideration will be contacted. Only applications submitted through email communication will be accepted. All applicants must provide a valid email address for communication purposes. Written correspondence pertaining to this recruitment may be sent to the email address provided.

Personal information collected under the authority of the Municipal Act and in accordance with the Municipal Freedom of Information and Protection of Privacy Act will only be used to determine eligibility for potential employment. Tay Township is an inclusive employer committed to providing a fully accessible recruitment process. Please contact us during the recruitment process and let us know what accessible support you may need.

Posted: 2024-12-17



## POSITION DESCRIPTION TAY TOWNSHIP PUBLIC LIBRARY

<b>Position Title:</b> Library Summer Clerk	
<b>Position Classification:</b> Library Staff	<b>Pay Band:</b> Student - 1
<b>Department/Division:</b> Library Services	<b>Reports to (Directly):</b> Head Librarian
<b>Direct Reports:</b> None	<b>Indirect Reports:</b> None
<b>Revision Date (s):</b> December 2024; March 2022; February 2021; January 2019; March 2011	<b>Hours Per Week:</b> 35

### **Position Summary:**

Reporting to the Head Librarian or their designate, the Library Summer Clerk promotes, coordinates, and delivers children's programming at the three branches of the Library and assists Library staff with routine Library duties.

### **Learning Objectives:**

- ❑ Learn about Public Library operations and initiatives.
- ❑ Learn to lead a variety of Library activities and events, ensuring they are engaging, safe, and suitable for different ages.
- ❑ Enhance communication skills by interacting with children, parents, and other Township staff, ensuring clear and effective information is exchanged.
- ❑ Learn to create inclusive environments that respect and celebrate diversity, ensuring all children feel welcomed and valued.

### **Responsibilities:**

1. Actively supports the initiatives of the Tay Township Public Library Board

and Township of Tay; provides Library, Community and Township information and information to the Public.

2. Greets patrons in a warm, welcoming, and respectful manner; assists with circulation desk operations and provisions of reference services at all branches, and shelving of materials.
3. Assists patrons with education and inquiries related to computers, the internet, electronic resources, e-devices, personal assistive devices, interlibrary loans, and catalogues; provides reference/reader advisory services utilizing resources including print and electronic resources, databases, and the internet.
4. Runs the Summer Reading Club program for school-age children including the following:
  - a. Greets and encourages children to play and participate in the reading game.
  - b. Designs crafts that support the theme of the reading program; organizes necessary supplies for the craft.
  - c. Identifies titles suitable for different levels of reading abilities that support the theme.
  - d. Creates a stimulating display to entice visitors to join the summer reading club program.
5. Promotes the Summer Reading Club program in area elementary schools through classroom attendance, presentations at school assemblies, posters in the community, reading program brochures, etc.
6. Plans the summer-end party to wrap up the Summer Reading Club program, including the planning of the day's activities, coordination of snacks, and invitations to special guests.
7. Contacts patrons regarding reserves and overdue material.
8. Acts as backup for other Library staff during periods of absence, as required.
9. Assists with the development and implementation of Library programming, as well as website and social media content; registers patrons for Library programs and maintains registration lists.
10. Responsible for general housekeeping of library branches.
11. Models the Library's values by learning, being comfortable with new ideas, and having the curiosity to seek innovation and the courage to seek change; explores new technologies/best practices to re-think administrative practices and identify initiatives that can deliver greater benefit for Tay community members.

12. Maintains a high degree of confidentiality and security of information; where information is developed before Staff/Public release, ensures the confidentiality of information produced.
13. Ensures compliance with the Occupational Health and Safety Act and other applicable legislation by following the Library's Health and Safety program, procedures, and best practices.
14. Performs other related tasks and functions as assigned that are required or determined by the Library's requirements relative to the nature of the position. The responsibilities listed above are not intended to be an inclusive list. The omission of specific statements of duties does not exclude them from the position if the work is similar, related or a logical assignment to the position.

### **Qualifications:**

#### **Education, Certifications, and Training**

- ❑ Active enrollment in secondary or post-secondary education at an accredited educational institution.
- ❑ Enrollment in post-secondary education in Library and Information Science and/or a Library Technician program from an accredited educational institution is considered an asset.
- ❑ Class 'G' or 'G2' driver's license in good standing or alternate means of transportation to travel amongst branches.

#### **Experience**

- ❑ Experience working or volunteering in public library branch operations is considered an asset.
- ❑ Experience in the use of the following programs/software or similar is considered an asset:
  - Microsoft 365 Applications
  - Canva
  - Integrated Library System (e.g., Symphony Workflows)
  - LibraryAware

#### **Knowledge**

- ❑ Understands and promotes the significance of public libraries and their role in society, both in general and in the Library's service area and surrounding local communities.
- ❑ Demonstrates a good working knowledge of the full range of programs and services offered by the Library and an understanding of the

technologies utilized by the Library (e.g., catalogue, website, social media etc.).

- ❑ Understands and uses common social networking and online collaboration tools, and common security protocols related to Internet use.
- ❑ Knowledge of the following legislation is considered an asset:
  - Ontario Public Libraries Act;
  - Occupational Health and Safety Act;
  - Accessibility for Ontarians with Disabilities Act, 2005; and
  - Copyright Act.

### **Skills and Competencies**

- ❑ Possess public relations and interpersonal skills to clarify facts, give information and respond to patrons.
- ❑ Creative skills to design attractive posters and displays, and to identify, design and teach crafts.
- ❑ Strong computer skills including document management, word processing, internet and e-mail programs and related office equipment.
- ❑ Established writing skills with a high level of accuracy; developed proofreading skills and careful attention to detail.
- ❑ Ability to work independently in a safe, effective, and efficient manner, with the ability to problem solve.
- ❑ Written and oral communication skills, and technical skills.
- ❑ Developed acumen, emotional intelligence, and interpersonal and public relations skills to deal courteously and effectively with all levels of staff and government, elected officials, committees, community groups and organizations, and the public with the ability to exercise tact, diplomacy, and good judgement always.
- ❑ Demonstrated ability to relate to and/or appreciate all levels of stakeholders with multiple and sometimes competing priorities.
- ❑ Collaborative team player focused on practical, timely solutions; demonstrated team building and relationship management skills and a proven ability to work across departments and with stakeholders.
- ❑ Resolves conflicts without major disruption to workflows or interpersonal relationships.

### **Effort, Physical Demands and Working Conditions:**

- ❑ Regular Hours of Work – 35 hours; during Library Service/Hours of Operation – Tuesday through Saturday, with occasional requirement to

attend evening meetings and events; attendance/response may be required in the event of emergencies or critical situations requiring an immediate response in accordance with Library policy.

- Performance of duties normally takes place in an indoor library environment; travel to all library branches is required as scheduled; required to occasionally attend conferences, events, meetings, and/or training, at locations outside of Tay Township, that may require overnight accommodation.
- Position involves corresponding with children, parents/guardians, and the Public.
- Position involves physical efforts of lifting (up to 45 lbs), bending, crouching, standing, walking, climbing stairs, sitting, and prolonged computer/office equipment use.
- Position involves mental and visual concentration with close attention to detail, including reading, analyzing, writing, providing, and presenting information, balancing multiple demands, dealing with interruptions/distractions, and addressing evolving and tight deadlines; involves contact with stakeholders that can include uncomfortable/sensitive situations.
- Problem-solving/decision-making efforts and responsibilities include a degree of analysis; decisions are to be made within the corporate mandate by following methods, guidelines, policies, or procedures; position requires confidentiality and discretion in many aspects of the work.

**Employment Conditions:**

- Satisfactory Criminal Record and Judicial Matters Check (CRJMC) provided via the Ontario Provincial Police