

Section: Employee Job Descriptions

Lib-07-005

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Title: Library Summer Programmer

Library Summer Programmer Job Description

Reports To: Library Manager

Purpose: Under the direction of the Manager, the Library Summer Programmer provides programming and community engagement for ages 0-17 during the summer months, June to August. The Library Summer Programmer will also provide support with patron and membership services, and materials handling and collections maintenance support for the purpose of delivering relevant and responsive library services.

Duties, Responsibilities, and Authorities:

1. **Provide customer service by:**
 - a. Creating an in-person age-appropriate program for ages 0-17
 - b. Operating and maintaining various technologies and software
 - c. Preparing materials and supplies for crafts and other multi-media
 - d. Promoting programs and services
 - e. Supporting collection development for children and youth
 - f. Providing all library patrons with excellent customer service
 - g. Assisting with other library tasks as required
2. **Provide membership services by:**
 - a. Answering patron, information (reference) and readers' advisory inquiries (e.g., in-person, and while roving, telephone, chat/text).
 - b. Instructing patrons in accessing and evaluating information resources.
 - i. Developing, preparing, and presenting library programs, tours, and community outreach activities for patrons of all ages.
 - ii. Supporting patrons in the use of technology and the development of digital literacy skills.
 - iii. Identifying and troubleshooting technology problems.
 - iv. Checking out materials at the service desk; supporting patrons in use of self-checkout.
 - v. Placing and retrieving holds.
 - vi. Providing specialized services that respond to the needs of patrons with disabilities.
3. **Provide library services out in the community by:**
 - a. Delivering service to the community outside our walls.
 - b. Building relationships with members of the community and community groups.
4. **Provide materials handling and collections maintenance support by:**
 - a. Checking in and sorting materials
 - b. Assisting in de-selection activities (weeding).
 - c. Maintaining and making selections for library collections.

5. **In addition to the duties enumerated above, the Library Assistant may be expected to perform other duties as assigned including, but not limited to:**
- a. Supporting specialized service delivery to institutions to meet the needs of underserved populations.
 - b. Contributing to system initiatives through membership on NLLS teams.
 - c. Handling cash and preparing daily and monthly cash statements.
 - d. Creating displays.
 - e. Compiling program statistics.

Know-How and Ability

Required:

1. **Education and Training:**
 - a. High School diploma or GED, minimum
 - b. Must currently be enrolled in school or plan to attend school in September
 - c. Excellent communication skills, both verbal and written
 - d. Effective time management skills
 - e. Excellent computer skills. Comfortable learning new technologies and programs
 - f. Satisfactory Vulnerable Sector Check from the Police Service required prior to hiring
2. **Experience/ Ability:**
 - a. Effective verbal and written communication, including interpersonal and conflict resolution skills.
 - b. Work effectively independently, and collaboratively within a team environment.
 - c. Effective judgment and problem solving.
 - d. Adaptability.
 - e. Efficient time management.

Preferred:

1. **Experience/ Ability:**
 - a. Experience planning, delivering and evaluating programs.
 - b. Experience in providing reference services and readers' advisory services.
 - c. Experience with Integrated Library System – Polaris.

Latest Revised Date: April 4, 2023