

Position: Temporary Full-time Summer Library Assistant 3

Airdrie Public Library requires an outgoing, enthusiastic employee to join the Library Team this summer. This full-time, temporary position is split evenly between developing and delivering Book Bike programs and working in the library doing inventory, ILL, shelving and providing customer service.

Employment Details:

Duration: 13 weeks

Term appointment: May 27 - August 23, 2024

Hours: 37.5 hrs/week, occasional evenings and weekends required. Wednesday evenings required.

Wage: \$21.03/ hour

Key Responsibilities:

- Provide Customer Service assistance
- Participate in inventory of library collections
- Engage with community members around library related events and programs
- Ride the Book Bike to various neighborhood locations and community parks; ensure bike is prepared and supplies packed safely for outings
- Collaboratively plan and deliver off-site programs for groups of children ages 5-12
- Co-design surveys, report statistics, and evaluate outcomes

QUALIFICATIONS

Education & Experience:

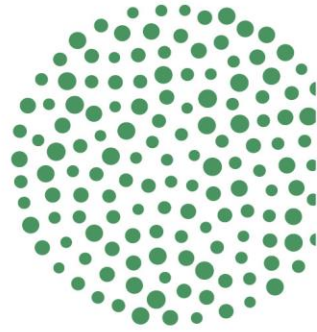
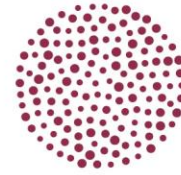
- Must meet eligibility criteria for Canada Summer Jobs program (including must be between the ages of 15 and 30 at the beginning of the employment period)
- Confidence riding a bicycle
- Public library experience an asset
- Experience with program delivery and working with children is preferred. A background in Library and Information Studies, Early Childhood Development, Education, Recreation, Music, Art, or Drama is an asset.
- Fluency in both verbal and written English is required

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Airdrie AB T4B 3C3

T: (403) 948-0600
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Knowledge, Skills & Abilities:

- Able to pedal an electric bicycle on shared, multi-use routes and in compliance with the rules of the road
- Able to, in conjunction with other staff, develop, plan and implement programs for children aged 5 to 12
- Strong customer service skills and a positive, high-energy team player
- Excellent problem solving and communication skills (oral and written)
- Attention to detail and good organizational skills.
- Strong technology and computer skills including proficiency in Microsoft Word, Excel, and Outlook
- Able to work effectively with individuals of diverse cultures, communication styles, abilities, and backgrounds

Physical Demands/Work Environment:

- Able to safely ride the Book Bike a minimum of 2 kilometres
- Able to comfortably work outdoors for several hours at a time
- Physical demands include lifting, stooping, and reaching to low and high shelves, pushing loaded book carts, standing and walking frequently, occasional floor sitting, and lifting bins weighing up to 40lbs
- Library/office environment, within a climate-controlled building
- This position requires sitting and working at repetitive tasks and requires a high level of attention to detail and accuracy.
- Regular interruptions from library users and other staff to respond to queries

Characteristics and Skills:

Airdrie Public Library supports equity employment, offering equal opportunity to all Canadians and encouraging applicants from a diverse range of backgrounds.

To apply:

Email resume and cover letter to human.resources@airdriepubliclibrary.ca

Deadline for applications: May 9, 2024, at 5 p.m.



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