



## Human Resources

*In January of 2015, the Calgary Public Library launched an exciting and ambitious strategic plan to re-imagine library services for Calgarians.*

*The new Calgary Public Library represents unlimited possibilities and inspires people of all ages to wonder, seek, discover, and share. Calgary's 20 (and growing) community libraries are community hubs that ignite learning, discussion, invention, and action and this is accomplished through the Library's commitment to:*

- be a vital part of strengthening neighbourhoods in a growing city*
- bring the library into more people's lives by removing barriers and increasing access to information in all its forms*
- focus on services that make a difference*
- develop innovative and collaborative partnerships with our community to leverage collective knowledge and expertise*
- build welcoming, inclusive and dynamic library spaces and places within the heart of our communities.*

*The Calgary Public Library acknowledges the traditional territories and oral practices of the Blackfoot people, the Nakota people of the Stoney Nation, the Beaver people of the Tsuut'ina Nation, and the peoples of the Métis Nation of Alberta, Region Three.*

*Acknowledging the traditional lands of where our 20 libraries are located on is one small step in our efforts toward reconciliation. Calgary Public Library is committed to responding to the Truth and Reconciliation Commission's Calls to Action as well as the City of Calgary's White Goose Flying Report, a local response to the Truth and Reconciliation Commission's report.*

*As a public gathering space and information hub, the Library has the responsibility to create safe and inclusive spaces. The Library commits to honouring the lifelong learning traditions of Indigenous peoples, Indigenous teachings and practices, and providing opportunities to help educate Calgarians on the history and legacy of residential schools.*

*It is the goal of the Library to take meaningful and sustainable steps to Indigenize the Calgary Public Library System and ensure that the values of inclusivity, collaboration, and respect inform planning and decision making.*

*To achieve our vision, Calgary Public Library is seeking leaders with ideas, energy, passion and commitment who can help us make a difference in the lives of Calgarians and take public library services to a new level of excellence.*

## **PROGRAM ASSISTANT - SUMMER**

**(TEMPORARY SUMMER STUDENT POSITIONS: JUNE 18, 2018 – AUGUST 31, 2018)**

The Library is excited to recruit for two (2) temporary Program Assistants - Summer to work 30 hours per week delivering outreach and programs at various locations in the city of Calgary. One position will be based in our Judith Umbach Library and one position will work out of both the Forest Lawn and Village Square Libraries.

### **Key Accountabilities**

The Program Assistant – Summer will deliver Book Truck services and outreach programming to kids participating in summer camps within the library and at community locations. Tasks include:

- Facilitation of storytime sessions, summer programs, and STEAM (Science, Technology, Engineering, Art and Mathematics) programs, such as Math Quest or teenCoding
- Coordinate, transport, set-up and tear-down of program supplies
- Support co-workers in promotion and evaluation of programs
- Circulation of library materials

### **Qualifications and Requirements**

- Preference will be given to post-secondary students in Library Science, Social Work, Indigenous Studies, Education, English, Early Childhood Development or other related fields of study
- Successful completion of a high school diploma required
- Experience working with pre-school and school-aged children an asset
- Strong communicator able to positively interact with diverse populations
- Able to problem solve and work independently to lead outreach programs
- Strong presentation or public speaking skills
- Self-motivated, organized and very reliable
- Valid driver’s license (driving within city limits is required)
- Satisfactory completion of a Vulnerable Sector Check
- Typical work schedule is as follows, but flexibility to work evenings and/or weekends is also required

#### **Judith Umbach:**

Day:	Week 1:	Week 2:
Sunday		
Monday	9:00 – 5:00	9:00 – 5:00
Tuesday	9:30 – 5:30	9:30 – 5:30
Wednesday	9:30 – 2:00	9:30 – 2:00
Thursday	9:30 – 5:30	9:30 – 5:30
Friday		10:00 – 2:30
Saturday	10:00 – 2:30	

#### **Forest Lawn & Village Square:**

Day:	Week 1:	Week 2:
Sunday		
Monday	10:00 – 4:00	10:00 – 4:00
Tuesday	10:00 – 4:00	10:00 – 4:00
Wednesday	10:00 – 4:00	10:00 – 4:00
Thursday	10:00 – 4:00	10:00 – 4:00
Friday	10:00 – 4:00	10:00 – 4:00
Saturday		



## Human Resources

### **Eligibility (as per the Canada Summer Jobs Program):**

- A. Between 15 and 30 years of age (inclusive) at the start of employment;
- B. Registered as a full-time student during the previous academic year;
- C. Intends to return to school on a full-time basis during the next academic year;
- D. Canadian Citizen, Permanent Resident, or a person on whom refugee protection has been conferred under the Immigration and Refugee Protection Act; and
- E. Is legally entitled to work according to the relevant provincial/territorial legislations and regulations.

### **Benefits**

- Competitive wage
- The opportunity to contribute to an award-winning library system, grow professionally and make a positive difference in the lives of Calgarians

### **How to Apply**

If **Program Assistant – Summer** sounds like the next chapter in your career story, take this opportunity to make a real contribution to one of Canada's leading public library systems. Please send a cover letter and resume to:

[work@calgarylibrary.ca](mailto:work@calgarylibrary.ca).

**The closing date for this competition is May 21, 2018. Be sure to quote competition “Program Assistant - Summer” in the subject line of your e-mail.**

*We thank all who apply but only those selected for an interview will be contacted. Any personal information submitted will be managed in accordance with the Freedom of Information and Protection of Privacy Act and will be used only to determine eligibility for employment. Canadian citizens and permanent residents of Canada will be given priority. Applicants must be legally eligible to work in Canada.*