



OUTREACH AND PROGRAMMING ASSISTANT SUMMER STUDENT POSITION

The Brantford Public Library enhances the quality of life in our diverse community. We invest in valuable experiences, resources, and services, in a welcoming and equitable environment for all.

Brantford Public Library serves a population of approximately 100,000 residents in two locations. Brantford is a community that is rich in natural and cultural heritage, ideally situated within a convenient driving distance to several major Ontario cities. The Library's strategic priorities are focused on creating positive, individualized customer experiences; increasing the community's engagement with the Library; and expanding library services and resources to meet current and future community needs.

We are seeking an outgoing and organized individual to help connect community members to Library services and drive participation in the annual summer reading program. The Outreach and Programming Assistant position aims to provide a Brantford Public Library (BPL) presence across the City, and a friendly connection for kids and families coming to visit the library. The ideal candidate for this position should be passionate about how libraries are a great community resource for children and families.

Working alongside the Manager of Programming and Partnerships and the Children's services team, this position will make connections with various community partners including neighbourhood associations, schools, daycares, and camps to educate the community on the Summer Reading Club program through presentations, Storywalks, and handouts. In addition, the position will attend community outreach events staffing an information and activity booth to inform local residents about the programs, services and spaces offered by the Brantford Public Library. Finally, the student will staff the Library's summer reading desk where children and families report the books they have read through the summer, continuing to build on the relationships they developed in the community.

Reports to: Manager – Programming and Partnerships

Salary: \$20.22/hour

Dates: May 5, 2025 to August 23, 2025 (subject to change)

Hours of Work: Maximum of 35 hours per week. May include evenings and Saturdays.

Qualifications

- Strong communication and interpersonal skills, and an interest in continuing to grow in this area
- Positive demeanor, willingness to learn
- Awareness of cross-cultural environments

- Intermediate computer skills: Microsoft suite, web research skills, printing
- Interest in pursuing or currently enrolled in a related field of study including but not limited to: Children's studies (Education, Psychology, Early Learning), Marketing or Communications, Library studies
- Experience working with children is considered an asset
- Knowledge of culturally-sensitive approaches to customer service is considered an asset

Responsibilities

- Connect with community partners to offer outreach booths, presentations and/or Storywalk opportunities
- Develop, rehearse, prepare, and attend outreach events and presentations
- Organize and maintain outreach equipment/gear in proper storage locations
- Prepare and maintain materials and staff the Summer Reading Club program desk
- Assist children and families in registering summer reading
- Assist in the delivery of passive summer library activities
- Answer community members questions about library services and promote the Summer Reading Club
- Maintain participation statistics and prepare reports at the end of summer

Key Competencies

- Communication skills
- Interpersonal skills
- Planning and organization
- Teamwork and relationship-building

Application Instructions

Please apply with your cover letter and resume, as one PDF file, by email to hr@brantfordlibrary.ca no later than Friday March 14, 2025 at 5:00pm. While we sincerely appreciate the interest of all applicants, only those selected for an interview will be contacted.

Successful completion of a Vulnerable Sector Police Check is required as a condition of employment.

Young Canada Works Eligibility

Based on funding received from the Young Canada Works Program, the criteria listed below may apply and will be requested during the interview stage of recruitment.

- You are a Canadian citizen or a permanent resident, or have refugee status in Canada (non-Canadians holding temporary work visas or awaiting permanent resident status are not eligible);
- You are legally entitled to work in Canada (have a valid social insurance number);
- You are between 16 and 30 years of age inclusively at the start of employment; and
- You are a high school, college, CEGEP or university student.

Brantford Public Library is committed to promoting the independence, dignity, integration, and equality of opportunity of persons with disabilities by ensuring the accessibility of our facilities and services. Accommodations are available for all parts of the recruitment and selection process. Applicants need to make their required accommodations known in advance.