



## **READ-ON LEADER 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.

This is the 37th year the Brantford Public Library is providing our well-established summer Read On program. This program is designed for children in Grades 2 to 6 who need extra help and practice in English, Math, and French. Working out of both our Main and St Paul branches, as assigned, tutors customize each session to fit the individual needs of students. Activities are designed to be fun and engaging to not only improve the reading and math skills of the child but also instill a confidence and desire to learn in an equitable and inclusive way.

The Library is seeking an enthusiastic and committed post-secondary student who has a passion for literacy and helping others. The Read-On Leader assists in administering the Read On program by preparing materials, ordering and organizing supplies, registering children, liaising with teachers in the area, and creating tutoring schedules. Additionally, the Read On Leader works with the manager to develop a comprehensive training plan. During the program weeks, the Leader acts as a tutor, collects and organizes program statistics, liaises with parents as needed, provides mentorship and support to the Read On tutoring team, and communicates regularly with the supervising manager.

**Reports to:** Manager – Programming and Partnerships

**Salary:** \$22.15/hour

**Dates:** May 26, 2025 to August 29, 2025 (subject to change)

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

### **Qualifications**

- Experience tutoring
- Experience working with children in educational or recreational settings
- Experience working in a team environment
- Positive demeanor, willingness to learn
- Awareness of cross-cultural environments

- Pursuing post-secondary studies
- Basic computer skills: Microsoft Suite, web research skills, printing
- Experience leading a team is considered an asset
- French language skills are considered an asset

### **Responsibilities**

- Prepare materials and supplies for the Read-On program
- Prepare tutoring schedules for the Read-On program
- Assist Read-On tutors in preparing materials and liaising with parent and/or guardian
- Review and select assessment tools, learner activities, hands-on games
- Develop and decorate classroom-style workspaces individualized to the tutor and their students
- Review programs goals and objectives and liaise with teachers, parent and/or guardian
- Register children in the Read-On and Summer Reading programs
- Evaluate reading levels of participants and select appropriate reading materials
- Develop an introductory tutoring session and a projected learning plan for each student
- Tutor children requiring help in reading, math and French (Grades 2 to 6), for one hour per day per student over a two-week period
- Host daily meetings with the tutoring team
- Communicate regularly with the supervising manager
- Be the point of contact to provide support to the tutoring team on an ongoing basis
- Maintain participation statistics and prepare evaluation report at the end of summer
- Other administrative duties as required

### **Key Competencies**

- Organizational skills
- Communications skills
- Interpersonal skills
- Planning and organization
- Teamwork/relationship-building
- Leadership skills

### **Application Instructions**

Please apply with your cover letter and resume, as one PDF file, by email to [hr@brantfordlibrary.ca](mailto: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.*