



# THE BLUE MOUNTAINS PUBLIC LIBRARY

## JOB FACT SHEET

VERSION: March 2024

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<b>Position Title:</b>	<b>Summer Programming Student</b>
<b>Department:</b>	<b>Library</b>
<b>Reports To:</b>	<b>Manager Public Services</b>
<b>Job Grade:</b>	<b>Student</b>

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### Position Summary

The Library Programming Summer Student is responsible for planning, promoting, and delivering creative, inclusive, and educational programming services, consistent with the policies, practices, and procedures of the Blue Mountains Public Library (BMPL). Additionally, the Student will support outreach activities across the community and work the circulation desk and deliver excellent and accessible customer service to all users and visitors of BMPL.

### Key Duties and Responsibilities:

- Assist with the implementation of programs as assigned, including (but not limited to) the TD Summer Reading Club.
- Plan and attend pop-up library activities at outreach sites in Town.
- Provide reading support for children and youth, offering to help select books, set summer reading goals, and track individual progress.
- Create digital and print promotional materials.
- Display and promote positive “Team Player” attitudes and actions. This includes positive communications with supervisors and other Town staff regarding ideas and initiatives to enhance the workplace improve policies, procedures, and services; and
- Communicate with the ratepayers and the public in an effective and courteous manner regarding programs, policies, and procedures of the library.
- Work at the Circulation Desk, signing out, checking in, placing holds, collecting fines, and re-shelving incoming items.
- Daily activity breakdown includes:
  - Working in children for summer programs on and off-site (55%).
  - Complete planning and preparation activities for summer programs (30%); and
  - Assist with circulation activities (15%).

### Education and Experience:

The BMPL will train Students for Library specific knowledge when required; however, the following list is inclusive for a successful Assistant:

1. Enrolled in high school or post-secondary program.
2. Enjoy and have experience working with children and youth.
3. Experience in a public library, informal education, and/or recreation setting.
4. Must have working knowledge of computers, MS Office Suite, social media platforms, Internet searches, and database searches.

5. Must be confident in working with electronic devices such as smart phones, laptops, e-readers, tablets.
6. Must be patient, creative, confident, and able to communicate with people of all ages and abilities.
7. Demonstrated interest in learning technology and software.

### **Judgement and Independent Actions:**

Students are responsible for daily judgment and independent actions to a limit. Ultimately the CEO is responsible for all activities and managerial decisions within the Library. Managers and Assistants may also be accessed for decisions regarding judgment.

Students are responsible for remaining active throughout the day. The majority of judgment and independent actions by Students pertain to how to fill a shift with a variety of needs to the Library. These may be suggested or required by the Direct Supervisor or CEO. Such judgments include:

- Order of activities within a day.
- Additional project tasks.
- Scheduling webinars or other free online training during off-desk time.

Students must seek approval for:

- Purchases of supplies including programming supplies.
- Scheduling training during off-desk time.
- Working beyond schedule or lieu time banking/usage.

### **Impact of Error:**

The primary impact of errors associated with the Student positions are as follows:

- **Confidentiality**—any staff who does not protect the records, data, internal documents and information of the Library, Museum or Gallery, and their patrons may cause a breach of confidentiality. This may result in injury to the patron, organization or legal action against the staff and organization.
- **Loss of Materials**—any staff who is not vigilant within the Library, or who does not properly log equipment, or log materials within the Integrated Library System (ILS) may cause a loss of materials.
- **Loss or Damage of Property**—any staff who is not vigilant on maintaining the premises and closing procedures of the facility may cause a loss of personal or library property. Any staff who does not follow the IT policies and remain vigilant for phishing and viral scams may be responsible for Town and Board irrevocable property damage.
- **Personal Injury**—any staff, especially when on Front Desk or Programming, who does not properly supervise patrons and program participants, risks personal injury to themselves or the patron/participant.
- **Financial Loss**—any staff who does not properly safeguard the cash of the Library risks theft of petty cash and loss of revenue for the Library.

- **BMPL Reputation**—any staff who does not adhere to both standards and core documents of the organization may damage the reputation of the organization. This can impact community support and ultimately funding by the Town.
- **Discontinuity with the Actions of the Board**—Pertaining to awareness and familiarity with organizational documents, it is the responsibility of the Student to review, question, and be mindful of the Library's organization documents. Without knowledge of these documents, the Student cannot complete their job properly, which will result in both poor practices and performance reviews. These include but are not limited to:
  1. Mission, Mandates, Vision, and Values.
  2. Strategic Plan.
  3. Policies, Procedures, and Plans.
  4. Manuals; and
  5. Operational Work Plan.

### **Supervision and Direct Reports:**

No direct supervision of staff. This position will supervise children and program participants.

### **Working Conditions:**

**Expected Working Environment**—The expected working environment of the Library, including potential hazards, are that of a public service, office setting. Students can expect the following, but not limited to:

- Meeting with and serving the public in a quick-paced environment.
- Use of LCD monitor on PCs for an average of 80% of shift.
- Occasional lifting more than 20-40 pounds.
- Sitting for approximately 50% of shift.
- Walking between multi-level, non-accessible floors when on shift at the Craighleith Heritage Depot.
- Occasional offsite/outdoor activities including extreme heat/cold and contact with wildlife and toxic plants.
- Handling cash.
- Contact with difficult or stressful situations.
- Contact with difficult and aggressive patrons, which may include physical threats to self or others.
- Contact with community and patrons who may be intoxicated or on substances.
- Use of PPE as designated by the CEO and/or JHSC.
- Contact with unregulated general cleaning products (e.g., bleach), including those used in the disinfecting of high touch surfaces and materials.
- Contact with human biohazards, including bodily fluids, virus and/or bacteria.
- Contact with contaminated sharps (e.g., Diabetic and/or drug use needles); and
- The need to follow Standard Operating Procedures designed to mitigate hazards, including adapting to changing circumstances.

## **Commitment to Health and Safety:**

All employees must personally comply with, assume appropriate Internal Responsibility Systems, and compliance with all health and safety practices, standard operating procedures and the Occupational Health and Safety Act and Regulations. This includes completion of designated Health and Safety training.

## **Job Details:**

<b>Hours of Work:</b>	This is full-time, 35 hours per week. Pending grant approval, contracts begin between May and July. Weekend and evening work required.
<b>Additional Notes:</b>	Start date is flexible and may begin as early as June 3, 2024. Candidate must be a minimum of 15 years of age. A vulnerable sector check (paid for by the student) is required.
<b>Direct Reports:</b>	0
<b>Overtime:</b>	Not Applicable (Time in Lieu)
<b>Driver's License:</b>	Required <b>Class:</b> G2 or higher preferred.
<b>Approval:</b>	<i>Approved January 2018</i> <i>Amended March 2024</i>