



JOB POSTING

Job Title: **Community Outreach Assistant**

Temporary Full Time Position - May 28th to August 30th 2019

Are you a self-starter who enjoys working with people of all ages and has excellent communication and organizational skills? Do you enjoy a fast-paced, vibrant working environment where on-the-spot problem solving and multi-tasking is a daily reality?

As the **Fernie Heritage Community Outreach Assistant** your goal will be to deliver Summer programs from babies to seniors. We are looking for someone who is keen to learn, willing to be nimble and work hard. If you are interested in a possible career in libraries, or have a desire to experience a summer job that will make meaningful connections with and impact on the community of Fernie-this position is for you!

Terms of Employment:

- Temporary position
- Wage of \$15.00 per hour
- 35 hours per week beginning May 28th -August 30th, 2019
- Available to work Saturdays or Sundays as needed

Relevant Skills and abilities:

- Experience in program planning and delivery preferred
- Confidence in public speaking and presentation skills required
- Able to work with preschoolers, children, adults and seniors
- Organized and tidy and time efficient
- Shows initiative, action-oriented
- High degree of literacy (both written and verbal skills)
- Excellent communication and interpersonal skills
- Accountability and dependability
- Flexibility and willingness to learn

Responsibilities

- Storytime facilitation for babies, preschoolers and caregivers
- Summer reading Club- planning and implementation
- Book Bike Programs including book selection and delivery
- Fernie Children's Festival organizer

- “behind-the-scenes” tasks involving the libraries collection as well as interaction with patrons at the circulation desk, as needed

Eligibility

- Must be 18-30 years of age,
- Must be a Canadian citizen or permanent resident
- Must have completed at least one year of post-secondary education, and be returning to schooling in the Fall 2019
- Successful applicant will be subject to the CUPE Local 2093 agreement

How to Apply:

Please email resumes and cover letter to:

information@fernieheritagelibrary.com

Attn: Emma Dressler, Library Director