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## **JOB POSTING**

### **Devon Public Library**

### **Summer Program Assistant**

**Term: June 17, 2024 – August 23, 2024**

Devon Public Library is seeking a Summer Program Assistant. This position is dependent on grant funding and may not proceed. This is a temporary, full-time position (35 hours per week) from June 17 – August 23 and will work primarily afternoons and evenings, including some Saturdays.

The perfect candidate will provide great customer service, enjoy working with children and be an awesome team player. They must be good in group settings and be able to handle multiple demands at once. This position will work closely with the Summer Program Coordinator as well as our permanent Program Coordinator.

Responsibilities will include:

- Assist with summer reading programs for primarily ages 6–12, with additional programs for other age groups.
- Assist with community outreach and programming related to the summer reading program.
- Provide customer service at our circulation desk
- Assist customers with reference questions, reader's advisory and technological assistance.

Qualifications:

- Between the ages of 18 and 30 years of age at the start of employment

Compensation:

- \$15.00 per hour plus 4% pay in lieu of vacation.

Resumes with cover letters may be dropped off at the library or e-mailed to [stephanie@devonpubliclibrary.ca](mailto:stephanie@devonpubliclibrary.ca).

Competition closing date: March 17, 2024. Only candidates selected for an interview will be contacted.