

# THE CORPORATION OF THE COUNTY OF WELLINGTON

Wellington County Library

Fergus Branch

Requires a

**Library Student**

The Summer Student is accountable to the Branch Supervisor for assisting with the implementation of children's programmes, tracking their success, and other duties as assigned.

This position works 30 hours per week and will end August 27.

**The minimum qualifications for this position include:**

- Current enrollment in a Secondary School, Community College or University programme.
- Past work with children either as a volunteer or through paid work.
- Ability to read to children and lead them in programme activities.
- Well-read and able to follow directions and work independently.
- Sound introductory experience with computers and Microsoft Office software (Word, Excel, PowerPoint, Publisher, etc.).
- All new or rehired employees must provide proof of full vaccination against COVID-19 and agreement of the County of Wellington vaccination requirement, prior to commencing employment.

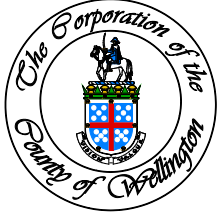
**This position offers an hourly range: \$17.00 - \$18.50 (2022 Student Compensation Grid).**

Applicants are invited to submit a cover letter and resume, clearly marked **Posting #234STUD -22 by Friday, June 24 at 4:00 pm.**

**ATTENTION: HR DEPARTMENT**, County of Wellington Administration Centre, 74 Woolwich Street, Guelph ON N1H 3T9. E: [careers@wellington.ca](mailto:careers@wellington.ca) or F: 519.837.8882. Please respond by one method of application only. **No phone calls please.** Personal information in relation to the recruitment and hiring process is collected under the authority outlined in the Municipal Freedom of Information and Protection of Privacy Act.

The County is an equal opportunity employer. Accommodation for disabilities is available for all parts of the recruitment process. Applicants must make their needs known in advance.





# COUNTY OF WELLINGTON

## POSITION DESCRIPTION

<b>Title:</b> Library Summer Student	<b>Reports to:</b> Branch Supervisor
<b>Department:</b> Library	<b>Positions Supervised:</b> 0
<b>Effective:</b> June 2012	<b>Revised:</b>

### **BASIC FUNCTION:**

The Summer Student is accountable to the Branch Supervisor for assisting with the implementation of children's programmes, tracking their success, and other duties as assigned.

### **PRINCIPLE RESPONSIBILITIES:**

- Follow the directions of senior library staff in providing children's programmes.
- Prepare programme supplies and assist with the supervision and implementation of children's and teen programmes.
- Assist with other library work and special projects as needed.

### **CONTACTS:**

Internal: Library Staff.

External: The public.

### **MINIMUM QUALIFICATIONS:**

- Current enrollment in a Secondary School, Community College or University programme.
- Past work with children either as a volunteer or through paid work.
- Ability to read to children and lead them in programme activities.
- Well-read and able to follow directions and work independently.
- Sound introductory experience with computers and Microsoft Office software (Word, Excel, PowerPoint, Publisher, etc.).