



Policy HR207: Summer Student Job Description

Category: Human Resources

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POLICY

Under the supervision of the Library Manager and the Library Programmer, the role of the Summer Student is to plan, organize, implement, and facilitate the library summer reading program or a project that is in keeping with the library's Plan of Service.

PURPOSE

To allow an opportunity for summer student(s) to learn how libraries deliver service to the public. The library will support the employee by mentoring them to gain Knowledge, Skills, and Attitudes (KSA) that will assist them in their professional development.

RESPONSIBILITY

The Summer Student will be responsible for working with children mainly aged 6-12 years old

QUALIFICATIONS

- Education requirement: preference given to an individual going into their second year of post-secondary education
- Has knowledge of and will learn basic library operations and promote the library and its services in a positive manner
- Knows how to use online business applications, such as Microsoft Office, Word, Excel, and social media outlets
- Creative or science-based talents are desired; for example, plays a musical instrument, acts, is crafty, or has hobbies that can blend into the Summer Reading program
- Must enjoy working with children both indoors and outdoors
- Required to submit criminal record check and child welfare check

DEFINITIONS

PROCEDURES