

Job Opportunity



Who We Are:

Clarington Library, Museums & Archives (CLMA) is a cornerstone of the community, partnering with other organizations to enhance cultural, educational and economic well-being. As an active connector for social interaction, learning and dialogue, CLMA fosters an accessible and welcoming environment. CLMA is a significant resource that is widely recognized and supported in the community as an innovative and progressive organization in a knowledge and information-based economy. We operate 4 library locations, 1 heritage centre and an additional 2 heritage buildings that are open by appointment only.



Our Team:

We love new ideas. Collaboration and innovation are at the heart of everything we do. Our team values open communication, mutual respect, and a shared commitment to excellence. Creativity is encouraged, and diverse perspectives are celebrated to foster an environment of inclusivity and continuous improvement. We prioritize professional development, providing regular opportunities for training and skill development. With a culture that encourages both individual autonomy and collective teamwork, you'll contribute to projects and initiatives that make a positive impact on the local community.



Our Values:

- Curiosity & Ideas
- Preservation
- Innovation
- Intellectual freedom
- Community
- Respect
- Accountability



Your Opportunity:

The TD Summer Reading Club (SRC) is Canada's biggest, bilingual summer reading program for children of all ages, all interests, and all abilities. Reporting to the Manager, Programs and Events, the TD Summer Reading Club Assistant will be responsible for assisting in planning and delivering an array of weekly programs that include, but are not limited to, engaging story times, STEAM activities, digital experiences, and outdoor games and activities that align with the SRC theme of "Around the World!". They will also support summer initiatives for the Heritage Services, and Community Engagement teams. This is a great opportunity for students in post-secondary who would like experience in community engagement and who are creative, enthusiastic, and passionate about fostering the world of literacy.



Working Conditions:

Salary Range:	\$20.00 per hour
Status:	Temporary Full-Time Contract
Duration:	June 2 to August 29, 2024
Schedule:	Average of 35 hours per week, including evenings and weekends
Work Location:	System-wide



Position Responsibilities:

- Collaborate with library and museum staff to plan, organize, and implement weekly programs aligned with the TD Summer Reading Club (SRC) theme, “Around the World!”
- Facilitate engaging story times, STEAM (Science, Technology, Engineering, Arts, and Math) activities, digital experiences, and outdoor games and events tailored to children of various ages and abilities.
- Inspire a love of reading and learning through dynamic, inclusive programming that supports literacy development and encourages participation in the SRC.
- Assist the Heritage Services team in developing and delivering educational and cultural content related to museum programming and exhibitions.
- Assist with outreach efforts and community events that promote the CLMA’s summer programming and strengthen community connections.
- Organize, prepare, and manage supplies and resources needed for program sessions; ensure all materials are properly stored and inventoried.
- Provide friendly, welcoming, and informative support to children, caregivers, and community members attending programs or seeking information.
- Assist in gathering feedback, documenting participation, and reporting outcomes to support the assessment and enhancement of summer programming.
- Uphold CLMA policies to ensure a safe, respectful, and inclusive environment for participants and staff.
- Other duties as assigned.



Essential Qualifications:

- Current enrollment in an accredited post-secondary program in Early Childhood Education, History, Library Sciences, Museum Studies, Sport and Recreation Services, or related field, or an equivalent combination of a post-secondary education program and related experience to the satisfaction of the CEO.
- Excellent interpersonal and communication skills.
- Knowledge of children's literature, with a concentration on Canadian resources.
- Experience in, and comfortable with, working with large groups of children of all ages.
- Familiarity with basic Microsoft Office software with experience in creating promotional displays, written program plans and/or reports.
- Ability to work collaboratively and independently in a changing environment.
- Willingness to learn new skills on the job.
- Valid First Aid Certification required.
- Valid Ontario Motor Vehicle Operator's "G" License and the use of a motor vehicle.
- A satisfactory Vulnerable Sector Check (VSC) is required prior to commencement of employment.

This position has been submitted for grant funding consideration through Young Canada Works. To meet the requirements of the Young Canada Works internship grant candidates must be:

- a Canadian citizen or a permanent resident, or have refugee status in Canada (non-Canadians holding temporary work visas or awaiting permanent resident status are not eligible);
- legally entitled to work in Canada (have a valid social insurance number);
- between 16 and 30 years of age inclusively at the start of employment;
- registered as a high school, college, CEGEP or university student.



Application:

The Clarington Library, Museums, and Archives value diversity, equity, and inclusion within its community and workplace. We welcome applications from individuals of diverse backgrounds. Please submit your cover letter and resume in Word or PDF format by **Friday, April 25th, 2025** to the following confidential email address: resumes@cplma.ca quoting the job title and file number **2025-CLMA01NAF**.

We thank all applicants for their interest; however, only those under consideration will be contacted. Personal Information is collected in accordance with the Municipal Freedom of Information and Protection of Personal Privacy Act and will only be used for candidate selection.

We are pleased to accommodate individual needs in accordance with the *Accessibility for Ontarians with Disabilities Act, 2005*, throughout our recruitment process. If you require accommodation at any time, please contact Human Resources.