



Job Title: Summer Literacy Worker – Temporary Full Time - 10 positions

Hourly Rate: \$19.52

June 3, 2025 to August 23, 2025 (12 weeks)

Location: Various

1. Barton branch / Kenilworth branch
2. Central Library / Bookmobile
3. Dundas branch / Westdale branch
4. Red Hill branch / Parkdale branch
5. Stoney Creek branch
6. Saltfleet branch
7. Terryberry branch / Sherwood branch
8. Turner Park branch
9. Valley Park branch / Binbrook branch
10. Waterdown branch

The ability to travel within the city; access to reliable transportation; or a driver's license, access to a vehicle and proof of insurance, will be required.

The number and location(s) of positions fulfilled is dependent on grant funding.

Schedule: 35 hours per week; evenings and weekends may be required.

Job Summary:

Under the direction of the Manager, Youth Services, Branch Managers, or designated Community Youth Librarian, assists in planning the library's Summer Reading Club and Reading and STEAM (Science, Technology, Engineering, Arts and Math) Buddies literacy programs; conducts children's programs; assists in promoting programs; coordinates the activities and hours of volunteers; provides reading support to children individually or in small groups; provides outreach in the community, and keeps appropriate statistics.

Job Duties:

- Assist library staff in conducting summer literacy programs in support of the library's annual Summer Reading Club.
- Facilitate the Reading and STEAM (Science, Technology, Engineering, Arts and Math) Buddies program. Reading and STEAM Buddies is one of several summer reading programs offered at the Library. Reading and STEAM Buddies targets

struggling readers with additional supports and science-based activities designed to nurture a love of reading.

- Incorporate books and stories that highlight voices, experiences and work by Indigenous, Black, 2SLGBTQIA+ people, as well as other racialized and minority groups into programming. Books highlighting community-building, the environment and sustainability, (especially those that emphasize Indigenous perspective), as well as multi-lingual books, will also be included.
- Assist in planning activities relating to Indigenous, community-building, and environmental themes for Reading and STEAM Buddies and for use during community outreach.
- Present children's programs, including literacy-based programs and storytelling.
- Assist in promoting literacy programs to the community.
- Assist the Volunteer Coordinator in ensuring volunteers adhere to the schedules, training and other activities associated with the reading program.
- Support Library staff when needed to provide guidance to volunteers.
- Promote the love of reading and listen to children discuss books they have read.
- Assist with preparing related reports and statistics for submission to funders.
- Participate in community outreach, such as visiting schools, summer camps, parks, recreation and EarlyON centres.
- Library Page duties as required, not limited to shelving, shelve reading, check in/out of materials.

Qualifications:

- Senior high school (completion of grade 11 or 12), college and university students will be considered.
- Interest in or working towards a career in the library/information field, teaching, early childhood education, Indigenous studies, environmental education or literacy.
- Demonstrated ability in working with children, volunteers and diverse communities.
- Experience in planning, delivering and evaluating children's programs.
- Familiarity with public library collections as well as knowledge of books, authors and resources that are diverse, accessible, engaging and of interest to children 6-12 years of age.
- Knowledge and understanding of early and middle childhood, as well as teen development.
- Knowledge of best practices to support emergent readers is an asset.
- Excellent interpersonal and problem-solving skills.
- Strong written, verbal and oral communication skills, organizational skills, and attention to detail.

- High level of comfort and experience with computer applications, including working knowledge of word processing, spreadsheet and presentation software, online databases, Internet browsers, information sharing and communication technology.
- The ability to travel within the city; access to reliable transportation; or a driver's license, access to a vehicle and proof of insurance, will be required.

Please apply on or before March 3, 2025.

Please visit www.hpl.ca and proceed to job opportunities to apply through City of Hamilton recruiting site.

Selection and Recruitment:

HPL employees and users of HPL cloud-based applications are required to use Multi-Factor Authentication (MFA) as an essential measure to enhance the protection of HPL's technology assets. MFA augments technological security by requiring two steps for full authentication. Employees who do not have a Library-provided cellphone are expected to use their personal cellphone or internet connected device to satisfy the MFA requirement consistent with HPL policies and procedures.

The Hamilton Public Library is an equal opportunity employer that is committed to inclusive, barrier-free recruitment and selection processes. Accommodations are available for all applicants with disabilities throughout the recruitment process. If contacted for an employment opportunity, please advise Human Resources if you require accommodation.

Only those individuals selected for an interview will be contacted.

The incumbent shall comply with all Health and Safety Policies and Practices for this position and the workplace. The incumbent will be required to provide a recent Criminal Record Screening (dated within the last 12 months).

The number and location(s) of positions fulfilled is dependent on grant funding.

Positions funded by the Young Canada Works (YCW)

Senior high school students (grades 11 or 12), college and university students will be considered (ages 16 to 30 years of age). Applicants must have been enrolled full-time in the semester preceding the summer position and intend to return to school for the fall semester as a full-time student. Students who were employed by the Hamilton Public Library as a Summer Literacy Worker paid under this grant in previous years are not eligible for rehire in 2025.

Positions funded by Canada Summer Jobs (CSJ)



Senior high school students (grades 11 or 12), college and university students will be considered (ages 15 to 30 years of age). Applicants must have been enrolled full-time in the semester preceding the summer position and intend to return to school for the fall semester as a full-time student.