The Region of BC's Best

JOB POSTING
Summer Program Assistant
Kamloops (3)

COMPETITION NO:	**2021-013**
TERMS:	**Temporary Full Time**
START DATE:	**May 10, 2021**
HOURS OF WORK: **(0.8572 FTE)**	**30 hours per week to the end of August 2021.** **Potential for part time work (15 hours per week) to the end of October 2021.**
	Shifts are from Monday to Friday or Tuesday to Saturday, and may include evenings.
APPLICATION DEADLINE:	**16:00, March 22, 2021** **(Include your name and the competition number in subject line of email.)**
STATUS:	**This position is subject to receiving funding through the Canada Summer Jobs program.**
VACANCIES:	**3**

About the Thompson-Nicola Regional District

Encompassing an unparalleled geographic region in the heart of British Columbia, the Thompson-Nicola Regional District (TNRD) offers the best of both worlds. Urban life within vibrant communities and outlying rural regions that showcase the region's beauty: pristine but rugged mountains, rolling grasslands, lush evergreen forests and both historic and modern areas, all within approximately 45,000 square kilometres. Headquartered in the City of Kamloops, the TNRD provides a wide range of local government services to a population of 132,663 located within its 11 diverse municipalities and 10 electoral areas.

Our Library System

The Thompson-Nicola Regional Library (TNRL), a department of the Thompson-Nicola Regional District, provides services through 13 libraries and a Mobile Library. Located in the Central Interior of British Columbia, the TNRL provides programming, materials and resources to people of all ages. The Library team is committed to providing excellent public service for a lifetime of personal growth, learning and enjoyment. You will work in an organization that values flexibility and customer service. As a member of the library team, you will engage with our patrons and help to build strong connections and partnerships with all our communities.

The Role

The Summer Program Assistant (Arts and Leisure Leader) is responsible for planning, promoting, developing, and delivering summer programming. They will focus on summer programs for one or more of the following groups: preschool children, school-age children, teens, adults, or seniors. Duties include preparing and organizing materials used in summer programs, inspiring patrons to join summer programs through social media and other types of media outreach, and planning and developing programming for summer programs. Assistants will also work to support the delivery of the programming they've planned, whether these programs are passive, take-home, virtual, or in person. Assistants will build connections with community groups such as schools, daycares, preschools, day camps, and seniors' groups. The position may require travel within Kamloops or to communities outside of Kamloops.

The Ideal Candidate will have:

- A passion for delivering fun and engaging programs for patrons of all ages
- Previous experience working with children, teens, and/or adults and/or a future career goal involving service to children, teens, or adults
- Customer service experience and teamwork skills
- Strong computer skills, including Microsoft Office programs, using e-mail, the Internet, and social media
- Excellent organizational and time management skills
- Strong verbal and written communication skills
- Ability to work independently and in a team
- Grade 12 or GED equivalent
- A valid BC Driver's License, access to a vehicle, and the ability to provide a Driver's Abstract

Applicants should clearly indicate if they have a preferred area of focus: children, teens, and/or adults. Applications not fulfilling the criteria set out in this job posting will not be considered. Your application should clearly outline the qualifications, and/or abilities, and experience you have for this position.

Eligibility:
All applicants submitting an application for this Canada Summer Jobs funded program must:

- Be between 15 and 30 years of age at the start of the program
- Be a Canadian Citizen
- Have a valid BC Driver's License, and be able to provide a Driver's Abstract

The Department of Employment and Social Development of Canada gives priority to:

- Candidates with disabilities
- Indigenous candidates
- Candidates who are refugees or recent immigrants
- Candidates who are members of a visible minority
- Candidates who identify as LGBTQ2IA+

If you meet a priority requirement, please indicate this in your cover letter.
Please do not disclose which priority requirement you meet, only indicate that you meet one.

This position pays $16.50 per hour with an additional 14% in lieu of benefits. The TNRD requires that all successful applicants undergo a Criminal Record Check.

If you are interested in applying for this position, please email your resume and cover letter to humanresources@tnrd.ca by **16:00 on March 22, 2021.**

Please include your name and the competition number: 2021-013 in the subject line of your email.

We thank all applicants for their interest however,
only those candidates under consideration will be contacted.