



# Stouffville Library

[www.wsplibrary.ca](http://www.wsplibrary.ca)

2 Park Drive, Stouffville, ON L4A 4K1

905-642-READ (7323)

## **Children's Assistant, Part-Time, CUPE**

**(Job # WSPL-003-25)**

Status:	Part-time
Date Open:	January 31, 2025
Date Closing:	February 21, 2025
Scheduled hours/shifts:	up to 20 hours per week – this position requires full availability for mornings, afternoons, evenings and weekends.
Salary:	Grade 6, Step 1 \$33.261 (2025 rate)

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### Position Purpose

Under the direction of the Coordinator of Children's Services, the Children's Assistant is responsible for the execution of a comprehensive program of children's services, specializing in programs for babies and toddlers.

### Duties & Responsibilities

1. Prepares programs including researching programs that would be educational and enjoyable for families to participate in and gathering books, rhymes, songs, activities, etc. for use in programs.
2. Prepares and delivers bi-weekly programs for local day care centres.
3. Delivers a regular series of programs for babies and toddlers and assists with programs for children aged 3-6 when required.
4. Conducts outreach involving travel within the community to daycares, schools, festivals, etc.
5. Delivers occasional programs throughout the year, such as holiday and PA Day programs.
6. Conducts and evaluates children's programs and displays.
7. Works mornings, afternoons, evenings, and weekends as scheduled.
8. Monitors supplies and advises Coordinator when restocking is required.
9. Participates in staff meetings and training opportunities as appropriate.

10. Participates in the Library's Health and Safety program and follows safety practices in work methods.
11. Other duties as assigned.

## Qualifications and Requirements

1. Requires completion of Early Childhood Education Certificate and current Vulnerable Sector Screening.
2. Two (2) years' experience in the delivery of children's programs, ideally in a library environment.
3. Thorough knowledge of procedures and skills applicable to children's library service such as the Ready for Reading program, age-appropriate programming, and storytelling.
4. Willingness to develop new skills and participate in professional development opportunities.
5. Ability to express oneself effectively and concisely, orally and in writing.
6. Ability to execute and evaluate a complete program of library activities for children.
7. Ability to establish and maintain effective working relationships with associates, community groups, and the public.
8. Flexibility to work a variety of shifts including evenings and weekends.
9. Proven ability to relate to children of all age levels.
10. Class G Driver's License in good standing and reliable vehicle to use on library business when required.

## How to apply

Please forward your resume in confidence by February 21, 2025, at 4:30 p.m. identifying **Job# WSPL-003-25 – Last Name, First Name** in the subject line to [careers@wsplibrary.ca](mailto:careers@wsplibrary.ca) . Please ensure your application is saved in one single document in PDF format.

**Committed to diversity and a barrier-free environment:** Whitchurch-Stouffville is an equal opportunity employer committed to an inclusive, barrier-free recruitment and selection process and as we grow, it's important that our workforce reflect the citizens we serve. At the Library, we respect, encourage, and celebrate our diversity. If contacted for an employment opportunity, please advise if you require accommodation.

**We thank all applicants for their interest in this position, however, only those applicants selected for an interview will be contacted.**