

## Position #2

Teen Tech Coordinator - Ontario Summer Employment Opportunities

Create a weekly program that targets individuals who are between the ages of 10-16, preferably with the use of technology (such as our new VR headsets)

The program will be created based on research (online and in-person)

Online research: Look into what programs are available at other libraries

In-person research: Discuss with library staff what programs have been attempted in the past, both successfully and/or unsuccessfully

Facilitate said program, with the help of the Coordinator of Outreach, Programming, and Partnerships (this will include interacting with preteens, teens, and their parents/guardians)

In a spreadsheet, document the activities that will be facilitated on a weekly basis

Record the number of participants

### Story Walks:

Re-laminate the stories that are coming apart due to wear and tear

Laminate new stories

Catalogue the stories so that schools and other organizations can borrow our Story Walks

Put out a new Story Walk in July and August and facilitate the story with the children (and their families)

### Library Tasks:

Communicate with patrons and answer/field questions

Circulation desk: Check books in and out

Shelve materials

The Summer Programmer will learn communication skills, which is a skill that every job needs. By talking to patrons, children/ teenagers who take part in our programming, and library staff, the Summer Programmer will learn how to talk to a variety of people with a variety of backgrounds.

As the creator and facilitator of the tween/teen program, the Summer Programmer will learn how to manage their time when it comes to the planning and implementation of their program. Most jobs encompass more than one task or responsibility that needs to be accomplished in a day. By prioritizing the important parts, the Summer Programmer will learn to adapt that time management skill to other jobs.

The Summer Programmer will also learn how to organize information when it comes to planning their program, arranging the Story Walks, and shelving material. To record information, the Summer

Programmer will be in charge of documenting what the activity is, any information regarding the running of the activity, the items needed, as well as the number of participants who attended. Documentation is an important skill in any job as it allows the employee to filter out unnecessary information.

As pre-teens and teenagers are becoming more interested in technology, the Summer Programmer will learn how to utilize the technology that we have here at the library. Most jobs use technology in the workplace, whether that is computers, cell phones, iPads, etc. Having a working knowledge of technology will only benefit the Summer Programmer in the future.

Lastly, the Summer Programmer will learn to be adaptable. No matter how much planning goes into an activity, sometimes people don't show up or plans need to be changed to accommodate certain individuals. This is true for most jobs-sometimes the best laid plans need to be changed, and learning to go with the flow is an excellent skill for many jobs.