



TaurangaCity

Job description

Title	Student Assistant: Youth Programmes
Number	
Group	Community Services
Division	Library and Community Hub
Reports to	Team Leader: Programmes
Direct reports	Nil
Date	31/07/2024

Job holder commitment

The job holder accepts as a fundamental requirement of their employment that they must demonstrate a personal commitment to:-

- modelling organisational values at all times
- a safe and healthy work environment
- assisting Council to fulfil its Civil Defence responsibilities

At TCC we uphold the principles of Te Tiriti o Waitangi by engaging in an effective and meaningful partnership with tangata whenua. We are committed to developing our knowledge and understanding of te reo Māori, tikanga Māori, Mātauranga Māori and our partnership with tangata whenua.

Job purpose

The primary purpose of this role is to assist with the facilitation of the Kia Kaha te Pānui reading challenge. This will involve running pre-planned craft activities, reading advisory, having one to one conversations with children about the books they are reading, and programme data administration.

Key outcomes

Assist to facilitate Kia Kaha te Pānui summer reading challenge	<ul style="list-style-type: none">• Talk with children, tweens and teens about books they have read during the Kia Kaha te Pānui challenge• Children and tweens feel comfortable and encouraged to talk about the books they have read• Reading challenge data is accurately recorded• Customers receive accurate information
Facilitate pre-planned activities	<ul style="list-style-type: none">• Activities are orderly, start on time and well resourced• Participation numbers are accurately recorded• All Health and Safety arrangements are adhered to

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	<ul style="list-style-type: none"> • Activity area is cleared away and returned to clean state after activity concludes • Assist with the delivery of the outdoor event which celebrates the participants achievements at the end of the challenge
Excellent customer service is given	<ul style="list-style-type: none"> • Ensure high quality delivery of friendly and efficient customer service • Respond to all enquiries and direct to appropriate areas. • Maintain the useability and tidiness of library via shelf-tidying when not engaged with customers • The library is a comfortable, safe and welcoming environment for customers to enjoy.

The job description is not an exhaustive list of requirements, the job holder will be required to perform tasks assigned to them that are not explicitly described in this document.

Person specifications

Essential
<ul style="list-style-type: none"> • NCEA L2 • Team player with well-developed communication skills • Drivers license with reliable transport. <p>Advantageous:</p> <ul style="list-style-type: none"> • Dynamic customer service experience • Experience working/volunteering with children • Interest in reading for pleasure

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WHANAKE TE TAI

Our values

Pono / Integrity

We do what we say we will do

Manaakitanga / Respect

We listen to all views and show we care

Whāia te tika / Service

We do the right thing for our community
and each other

Whanaungatanga / Collaboration

We work together and create connections