



Shelburne Public Library

Summer Student Assistant

Shelburne Public Library will receive applications until April 9th, 2024, for its Summer Student Assistant position.

The position involves supporting the children's summer reading program, story and craft sessions and events planned at the library during the summer. The ideal candidate will also be able to support other programs, including those with an ESL and technology focus. We are looking for highly motivated, enthusiastic individuals who can work well in a team environment where quality service and good communication skills are a requirement.

Qualifications:

- Enrolment in a post-secondary program. Second or third year students preferred
- Experience working with adults, seniors, and children
- A demonstrated proficiency with the Microsoft Office Suite and graphic design programs considered an asset
- A Police Record Check, including vulnerable sector screening, is required and is a condition of employment

Resumes should include all educational and training information, work experience and references. The rate of pay for this position is \$17.00 hr. commensurate with experience. The work period is mid May, 2024, to end of August, 2024. This position will entail approximately 32 hours per week.

Shelburne Public Library is an Equal Opportunity Employer - only those applicants selected for interviews will be contacted.

Please send your resume and covering letter to:

Rose Dotten, CEO
Shelburne Public Library
201 Owen Sound Street
Shelburne, ON L9V 3L2

Or by email: rdotten@shelburnelibrary.ca