



# SUMMER STUDENT ASSISTANT – CHILDREN’S LIBRARY

Shelburne Public Library will receive applications until April 15, 2025, for its Summer Student Assistant – Children’s Library 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 a condition of employment

Resumes should include all educational and training information, work experience and references. The rate of pay for this position is \$18.00 hr. commensurate with experience. The work period is early May, 2025, to end of August, 2025. This position will work approximately 30 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](mailto:rdotten@shelburnelibrary.ca)**



# TECHNICAL SUMMER STUDENT ASSISTANT

Shelburne Public Library will receive applications until April 15, 2025, for its Technical Summer Student Assistant position.

The position involves supporting tech-based programming at the library during the summer. The successful candidate will plan and deliver technology-based programming for adults with wide-ranging skills. The ideal candidate will also support other programs, including our Children's Summer Reading Program, if necessary.

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 and seniors
- A demonstrated proficiency with a variety of technology is essential
- A Police Record Check, including vulnerable sector screening, is required and a condition of employment

Resumes should include all educational and training information, work experience and references. The rate of pay for this position is \$18.00 hr. and the work period is from May 2025, to August 2025. This position will work approximately 30 hours per week and will include weekend and evening shifts.

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**Rose Dotten, CEO**

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