



Job Posting

Summer Library Assistant

Centre Hastings Public Library (Madoc) is seeking an enthusiastic student employee for 25-30 hours* per week for a temporary 8-week placement.

Employment Period: July 4th to August 26th, 2023

Wage: \$15.50/ hour

Candidate requirements:

- comfortable working with children, technology, and social media
- creative and adaptable
- strong customer service skills
- capable of working independently
- able to pass a Vulnerable Sector police background check
- Aged 15 to 30 - preference may be given to those who are entering or returning to post-secondary education in the fall

The Summer Assistant will plan, market, and implement the TD Summer Reading program, create social media content, compile statistics and submit reports, conduct one-on-one computer lessons, and perform other library-related duties. A strong emphasis will be on providing high quality customer service in a welcoming, warm, and caring environment.

All interest is appreciated, however, only candidates scheduled for an interview will be notified.

Please submit resume and cover letter by June 4th, 2023 to:

Tammie Adams

ceo@madocpubliclibrary.ca

Madoc Public Library is committed to the full inclusion of all qualified individuals. Accommodations are available on request for candidates taking part in all aspects of the selection process.

**Hours will be finalized upon confirmation of status Canada Summer Jobs funding.*