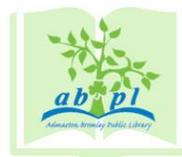


Student Job Opportunity

Library Assistant and Summer Reading Club Coordinator

ADMASTON/BROMLEY PUBLIC LIBRARY

5346 Hwy. 60, PO Box 30, Douglas, ON K0J 1S0 613-649-2576



Position: Library Assistant and Summer Reading Club Coordinator

Employer: Admaston/Bromley Public Library

Location: Douglas, Ontario

Salary: \$11.40 per hour

Description:

The Admaston/Bromley Public Library is currently recruiting for a student to enter data into the library's Integrated Library System, to co-ordinate the TD Summer Reading Club, to update and maintain the library's website and Facebook page, and to help create events and programming to celebrate Canada 150. This is a full-time position at 35 hours per week from June 26 until August 18, 2015 (approximately).

Duties include: working with the public, answering the phone, helping at the front desk, using the library's computer systems, and updating the library's website and Facebook page. The successful candidate will be developing, advertising, and running the TD Summer Reading Club, a daily summer camp, for children of various ages. He or she will also help to set up programming and events for Canada 150 event.

Qualifications

- This is a Summer Experience Program initiative and students must be enrolled in a secondary or post-secondary institution or within 6 months of graduation and be between the ages of 15 and 25. The successful candidate must also be a resident of Ontario during the employment period.
- Student will be required to learn some basic library procedures as needed
- Thorough knowledge of computers and some experience with MS Office.
- Must be self-motivated, responsible, organized and enjoy working with children of all ages
- Excellent computer, presentation and interpersonal skills
- Ability to work occasional evenings and weekends
- Must have a valid driver's license and a current police check

Additional Information

Submit resumes by email before Friday, May 26th at 6 p.m. Interviews will take place June 3rd at the library. Only short-listed candidates will be contacted.

Contact Information

Jane Wouda, CEO

Admaston/Bromley Public Library

Douglas, Ontario

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