



The Cobourg Public Library invites applications for one temporary summer student position as a Summer Library Assistant. This is a grant position made available through the Canada Summer Jobs Program.

Eligible candidates who wish to apply for this position must submit a resume and cover letter to Kate Davis, Manager of Public Services: kdavis@cobourg.library.on.ca

Deadline to apply: by 5:00 p.m. on Friday May 31st, 2024.

The job description is as follows:

Job title: Summer Library Assistant

Reports to: Manager of Public Services

Salary: \$18.00 / hour

Duration: 240 hours total (8 weeks)
Approximately 30 hours per week
Start Date Monday June 24

Job Summary:

The student will have the opportunity to prepare and present programs for the Library's various summer events and summer reading programs under the guidance of the Manager of Public Services. The student will engage community members of all ages, both virtually and in person, in order to raise the profile of the Library's services and its summer programs in our community. This position will require the student to work one evening per week and occasional Saturdays. There is no work from home opportunities for this position.

Eligibility:

This position is part of the Canada Summer Jobs Program.

As per the programs funding criteria, candidates must meet the following eligibility requirements as outlined below:

Eligibility Requirements

- Be between 15 and 30 years of age **at the beginning** of the employment period
- Be a Canadian citizen, permanent resident, or person to whom refugee protection has been conferred under the *Immigration and Refugee Protection Act* for the duration of the employment

- Have a valid Social Insurance Number at the start of employment and be legally entitled to work in Canada in accordance with relevant provincial or territorial legislation and regulations

Skills, Knowledge, Training:

- Experience in program planning
- Experience in working with community members of all ages
- Experience in using various social media tools (Facebook, X, Instagram, Tik Tok)
- Knowledge of computer software programs such as MS Word and Excel
- Excellent customer service skills
- Ability to work during days, evenings and weekends
- A clear vulnerable sector police check

Qualifications:

Previous work or volunteer experience in areas of: Education, Community Services and/or Arts, Culture and Recreation.

Candidates should also have previous experience working with youth and adults either as volunteers or in paid positions.

For more information, please visit our website at: www.cobourg.library.on.ca