



The Cobourg Public Library invites applications for one temporary summer student position as a Volunteer Resources 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 Rachel Spence, Community Engagement Assistant, **by 5:00 p.m., Friday May 11th, 2018.**

The job description is as follows:

Job title: Volunteer Resources Assistant

Reports to: Community Engagement Assistant

Salary: \$15.00 / hour

Duration: 240 hours total (8 weeks)
Approximately 30 hours per week
Start Date Monday June 11th, 2018

Job Summary:

The student will play a vital role in our Library by assisting with our volunteer program and library events. The student will assist with assessing the library's needs and the needs of our community. This person will also assist with promoting volunteering through recruitment and publicity strategies and campaigns. They will also participate in community special events to attract new volunteers.

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

- Will be between 15 and 30 years of age at the start of employment;
- Have been registered as full-time students in the previous academic year and intend to return to school on a full-time basis in the next academic year;
- 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; and,
- 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 providing and promoting various types of community activities and programs
- Experience in using various social media tools (Facebook, Twitter, Instagram)
- Knowledge of computer software programs such as MS Word and Excel
- Excellent customer service skills
- Ability to work evenings and weekends
- A clear vulnerable sector police check

Qualifications:

This position would be suitable for those who are pursuing a career in Human Resources, Social Work, or Business Management Studies.

Any of these fields would be beneficial for this position, as the main goal is to provide guidance, support and resources to both volunteers and staff who supervise the volunteers.

Eligible candidates who wish to apply for this position must submit a resume and cover letter to Rachel Spence, Community Engagement Assistant, rspence@cobourg.library.on.ca

Deadline to apply: **5:00 p.m., Friday May 11th, 2018.**