

BRIGHTON PUBLIC LIBRARY ~ Job Posting

ANTICIPATED START DATE: June 27, 2022

JOB TITLE: Summer Library Ambassador (Customer Service Assistant)

SCHEDULE: This position is for 8 weeks, 30 hours per week and will require evening, weekend and statutory holiday work.

Position Description:

Reporting to the CEO, the successful applicant will assist other team members with the daily operations of the library, including circulation desk duties, reader's advisory services and collection maintenance. There may be an opportunity to participate in the planning and implementation of summer program initiatives, such as TD Summer Reading Club and Pop Up Library. The Summer Library Ambassador will work with a team of dedicated library professionals to provide exceptional customer service to all members of the community.

Required:

- Excellent written and verbal communication skills
- Team player
- Ability to work with community members of all ages and stages
- Experience using computers, including social media and Microsoft Office applications
- Creativity and imagination!

Eligibility:

This position is funded in part by the Government of Canada Summer Jobs Program. You must be between the ages of 15 and 30 and be legally entitled to work in Canada. International students are not eligible.

Wage rate: \$16.00 per hour

Please forward application:

Heather Ratz, CEO

Brighton Public Library

35 Alice St. P.O. Box 129

Brighton Ontario K0K 1H0

brightonceo@brighton.library.on.ca

The Brighton Public Library invites applications from all qualified individuals. The Library is committed to employment equity and diversity in the workplace.

Upon request, accommodation will be provided for persons with disabilities through all stages of the recruitment and selection process.