



Sables-Spanish Rivers Public Library - Massey & Webbwood Branch
Summer Library Assistant

Come and spend the summer with us!

JOB TITLE: Summer Library Assistant (temporary - student position)

CLOSING DATE: June 13th, 2025

START DATE: June 23rd, 2025 - August

SCHEDULE: This position is for 8 weeks, 35 hours per week and will require evening and possible weekend work.

LOCATION: Working between both Massey & Webbwood Branch

WAGE RATE: \$17.20/per hour (minimum wage).

Requirements:

1. **Registered high school, college, CEGEP, or university student.**
3. Be between the ages of **15 and 30.**
4. Provide a Criminal Reference Check with Vulnerable Sector Screen.
5. Experience working with children, youth and seniors would be an asset.
6. Experience working in a library setting would be an asset.
7. Excellent customer service and de-escalation skills, tact, resourcefulness, and flexibility, as well as a passion for library service.
8. Excellent computer and technology skills and knowledge.

Driver's license/vehicle requirements:

Because this position will require working between both branches, a valid class G driver's license and own transportation is required.

Position Description:

Reporting to the Branch Librarian, the successful applicant will assist other team members with the daily operations of the library, including circulation desk duties, technology support, reader's advisory services and collection maintenance. The successful candidate will also assist in the planning, promoting and implementation of the summer reading club and as well as other library programs and events. The Summer Library Assistant will work with a team of dedicated library professionals to provide exceptional customer service to all members of the community.

Essential Duties:

Demonstrates Sables-Spanish Rivers Public Library mission, core values and competencies

Actively participates in library training as necessary

Assist with promotional displays for library programs and events

Create displays of library materials, which highlight various aspects of the library

How To Apply:

A resume with cover letter must be submitted by 5pm on Friday June 13th, 2025.

Applications can be delivered in person, by email or by fax.

Forwarded to Sables-Spanish Rivers Public Library CEO, Tracey VanDerGulik

185 Grove St. P.O. Box 40

Massey, ON P0P 1P0

p: 705-865-2641

c: 705-862-2512

f: 705-865-1781

e: infomasseylibrary@gmail.com

We thank all applicants for their interest, but only those considered for an interview will be contacted.