



# Summer Library Assistant

Tofield, AB

Temporary, Part-Time

*The Tofield Municipal Library acknowledges that our workplace is located on the traditional territories of the Treaty 6 First Nations and Métis People.*

## **POSITION SUMMARY**

The Tofield Municipal Library is seeking an outgoing, motivated, and resourceful individual. This is a temporary/part-time (8-9 weeks, 14 hours/week) position, reporting to the Library Manager. This is a summer position between June – August 2024. The anticipated starting date is June 24, 2024.

## **DUTIES AND RESPONSIBILITIES**

- Assisting in running in-person age-appropriate programs for ages 0-17
- Operation and maintenance of various technologies and software
- Prepare materials and supplies for crafts and other multi-media
- Promotion of the programs and services
- Support collection development for children and youth
- Provide all library patrons with excellent customer service
- Assist with other library tasks as required

## **QUALIFICATIONS**

- Excellent communication skills, both verbal and written
- Effective time management skills
- Excellent computer skills. Comfortable learning new technologies and programs
- Satisfactory Vulnerable Sector Check from the Police Service required prior to hiring

## **JOB DETAILS**

- Hours will vary throughout the summer; however, the hired individual will be required to work most Wednesday and Thursday evening, and most Saturdays.
- Hourly pay ranges from \$15-21.69/hour (based on experience and education).

## **HOW TO APPLY**

Please submit a cover letter and resume to:

**Sydney Baxter**

Library Manager, Tofield Municipal Library

[Sbaxter@tofieldlibrary.ca](mailto:Sbaxter@tofieldlibrary.ca)

**Application deadline: May 31, 2024**

We thank all who apply, however, only those selected for an interview will be contacted.