



**TWEED PUBLIC LIBRARY**  
230 Metcalf Street, P.O. Box 628  
Tweed, ON K0K 3J0  
www.tweedlibrary.ca  
tweedlibrary@vianet.ca  
613-478-1066

## LIBRARY ASSISTANT

### Position

Join us at the Tweed Public Library to learn about working in a library, with the public and help with programs and services offered to the community. As the Student Library Assistant you will focus on assisting with the planning and running of programs specifically after school and on Saturdays for children in the community (in conjunction with the library Program Coordinator), as well as assist with day to day library material maintenance, customer service desk coverage, and technical assistance to patrons on the Public Access Computers.

### Duties

- plan and execute programs for children with the Program Coordinator (staff)
- man the customer service desk and answer questions, help find requested library materials, assist with technical questions
- perform circulation duties (check in/out library materials) using library software programs, shelve materials in alpha/numerical order, collect payment for printing, overdue fines and donations

### Requirements

- Comfortable speaking with the public and helping with questions
- Comfortable with general computer programs such as email, internet, social media, Microsoft office
- able to give direction and support to patrons with technology in the library
- follow direction
- excellent communication skills in person and on the phone
- work with a team and individually

### **YCW (Young Canada Works) Candidate Eligibility 2017-2018**

- Be a Canadian citizen or a permanent resident, or have refugee status in Canada.  
Note: Non-Canadian students or graduates holding temporary work visas or awaiting permanent status are not eligible.

- Be legally entitled to work in Canada.
- Be between 16 and 30 years of age at the start of employment.
- Be registered in the YCW online candidate inventory
- Be willing to commit to the full duration of the work assignment

**NOTE: You must be available to work 180 hours between the start of the position and March 31<sup>st</sup>, 2018. with a minimum of 14 of our open hours per week.**

- Not have another full-time job (over 30 hours a week) while employed with YCW
- Have been a full-time student (as defined by his or her educational institution) in the semester preceding the YCW job
- Intend to return to full-time studies in the semester following the YCW job

### Details

Hours per week: 14+. This position is for 180 hours to be completed by March 31, 2018  
Start Date: ASAP  
Rate of pay: \$11.60

Candidates should apply on the YCW web site [www.youngcanadaworks.ca/](http://www.youngcanadaworks.ca/) or by email with a cover letter and resume by FRIDAY Nov. 17th to: [tweedlibrary@vianet.ca](mailto:tweedlibrary@vianet.ca) attention CEO

Thank you to all who apply. Only qualified candidate will be contacted for an interview.