

EMPLOYMENT OPPORTUNITY



Public Library | Colchester-East Hants

Position Title: Library Student Assistant
Location(s): Truro Library, 754 Prince Street, Truro NS
Status: 14-week student term position, starting May 21/24
Salary: LC1, \$15.20/hour. Not eligible for pension or benefits.
Work Schedule: 35 hours/week, 4-week rotational schedule, including working every Tuesday 12pm-8pm, and two Saturdays per 4-week cycle.

Job Summary

PLEASE NOTE: This position is contingent upon funding.

Under the supervision of the Head of Adult and Circulation Services, the Library Assistant will help deliver library programs for all ages (including Summer Reading Club activities), help create promotional materials (such as posters and videos) for library events and services, perform circulation duties, assist patrons with their use of the library, and other tasks as assigned.

Duties

- Help deliver age-appropriate activities for patrons in the library branch.
- Help create library promotional materials.
- Perform circulation duties.
- Assist patrons with their day-day-use of the library.
- Other projects as required.

Qualifications

- Applicants must be entering full time post-secondary studies in the fall immediately following the work term OR continuing full-time post-secondary studies following the work term.
- Applicants must be permanent residents of the province or live in Nova Scotia for at least six months prior to the work term.
- Experience in customer service, with an ability to deal patiently and courteously with the public.
- Willingness to help deliver library programs for children ages 3-12.
- Proficiency in the use of technology and social media.
- Ability to work independently and as part of a team.
- Excellent verbal and written communication skills.
- Ability to carry, push, and pull boxes of library material weighing approx. 30 lbs. each.
- Criminal Record Check, Vulnerable Sector's Check, Child Abuse Registry Check (required).

Application Process

Please submit resume and cover letter by 5pm, Friday, April 5, 2024 to:

Tracy Spence, Human Resources Administrator. Email: tspence@cehpubliclibrary.ca
Colchester-East Hants Public Library, 754 Prince Street, Truro, NS, B2N 1G9

CEHPL values diversity and inclusion in the workplace. We welcome applications from all qualified candidates including Indigenous Persons, African Nova Scotians and Other Racially Visible Persons, Persons with Disabilities, Women (applying for non-traditional positions), and Persons of the 2SLGBTQIA+ community. We encourage applicants from these designated groups to self-identify in the application process.

We thank all applicants for their interest; however, only those selected for an interview will be contacted.
To learn more about the CEHPL, visit our website at www.lovelylibrary.ca.