EXTERNAL EMPLOYMENT OPPORTUNITY

Position Title: Skate Loan Assistant (2 positions)

Location: **Truro Library, 754 Prince Street, Truro**

Status: **Temporary, Part-Time**

Salary: **LS1 $17.00/hour**

Work Schedule:Position A: Tuesdays, 4:30pm–8:00pm and Saturdays, 9:30am–2:30pm (8.5 hours/week)

Position B: Wednesdays, 4:30pm-8:00pm and Fridays, 12:30pm-5:00pm (8 hours/week)

Job Summary

Under the supervision of the Director of Adult Services, the Skate Loan Assistants facilitate the Town of Truro Skate Loan Program at the Truro Branch of the Colchester-East Hants Public Library. These are term positions, that will run approximately from December 21, 2026 to March 22, 2027 (13 weeks).

Duties

- Facilitates circulation of skates, including registering and updating patron files, explaining waiver to patrons, lending and receiving skates, removing returned items from drop-off bin, cleaning used skates, and setting aside skates which require maintenance
- Manages record keeping of waivers
- Answers directional questions, referring and/or consulting when necessary
- Performs other related tasks as required and assigned

Qualifications

- Grade 12 and relevant post-secondary studies OR an acceptable combination of education and experience
- Strong computer skills with willingness to upgrade skills as required.
- Strong organizational skills.
- Knowledge of the community an asset .
- Demonstrated interpersonal, communication, and teamwork skills, including the ability to communicate effectively, tactfully, patiently, and courteously with people from a wide variety of cultural, social, and education backgrounds.
- Criminal Record Check, Vulnerable Sector's Check, Child Abuse Registry Check (required).
- Ability to push and/or pull a wheeled skate rack weighing approx. 200 lbs.

Application Process

Please note the position for which you are applying (Position A, Position B, or either) and submit your resume with cover letter to:

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

Application Deadline: Fri, Nov 27, 2026, 5pm

We thank all applicants for their interest; however, only those selected for an interview will be contacted.

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.

To learn more about the Colchester-East Hants Public Library visit our website at www.lovemylibrary.ca.