

Library Clerk (2 positions) at the Moncton Public Library

Canada Summer Jobs program

8 weeks, from June 28 to August 21, 2021, from Tuesday to Saturday **OR**

8 weeks, from July 12 to September 4, 2020, from Tuesday to Saturday

35 hours per week; \$11.75 /hour

Tasks:

- Get familiar with the basic tasks and responsibilities in a large urban public library.
- Circulation of library items with an automated library system.
- Serve library patrons in the official language of their choice.
- Shelving of library materials and shelf reading.
- Greet library patrons at the door and explain how the library works during the pandemic.
- Answer telephone and e-mail inquiries, and direct patrons to the different library services.
- Help with special projects like weeding, relabeling of library items, cleaning shelves, moving collections.

Required qualifications:

- High school diploma;
- Bilingual (French and English);
- Familiar with new technologies;
- Customer service experience or library experience an asset;
- Sense of responsibility and initiative;
- Be between 15 and 30 years of age at the start of the employment;
- Be a Canadian citizen, permanent resident, or person to whom refugee protection has been conferred under the Immigration and Refugee Protection Act for the duration of the employment*
(*International students are not eligible participants. International students include anyone who is temporarily in Canada for studies and who is not a Canadian citizen, permanent resident, or person who has been granted refugee status in Canada. Youth awaiting a refugee status ruling, as well as those who hold a temporary visitor visa, youth visa or work visa are ineligible.)
- Have a valid Social Insurance Number at the start of employment and be legally entitled to work in Canada in accordance with relevant provincial or territorial legislation and regulations.

We are proud to have a diverse workplace. Please note that students with disabilities, Indigenous students, students who are members of visible minorities and students who are new immigrants/refugees will have priority. If you are a member of a priority group, please state in your email or on your cover letter: "I belong to a priority group and would like to be considered as such".

Deadline : May 13, 2020 at 5pm

Please submit your resume to the attention of Gilberte Arsenault, Resource Centre Secretary, by mail or in person at Moncton Public Library, 644 Main St, Suite 101, Moncton, NB, E1C 1E2, or by fax at 506-869-6040, or by e-mail at gilberte.arsenault@gnb.ca.

