

**Employment Opportunity**

**Summer Student: Library Assistant (courtesy of Canada Summer Jobs)**

**About the Library**

Everyone at The Leeds and the Thousand Islands Public Library, no matter what your role, works together for the betterment of the people, the community, and the organization we serve.

We bring our best selves to work, delight in helping others, and have an abiding passion for service excellence. Each of us excels in the personal qualities and skills that are essential to our work and the Leeds and the Thousand Islands Public Library Team.

**This position is funded by Canada Summer Jobs** and requires an energetic student who would like to learn more about the community and working within a library. The position provides 30 hours per week for a period of 9 weeks during our TD Summer Reading Program initiative. (July- August).

Compensation: $16.55 per hour plus 4% in lieu of vacation.

**Responsibilities include:**

* General clerical, circulation, and reference service tasks;
* Checking in and out library material for patrons;
* Assisting patrons in locating library material and placing holds;
* Registering patrons and maintaining patron records;
* Processing, organizing and shelving library material;
* Assists in the delivery of library programming under the direction of the Library Services Coordinator, Branch Coordinators and CEO.
* Performs duties in accordance with the Library’s Health and Safety Policies and

Procedures;

* Performs other related duties as may be assigned;

**Qualifications:**

* Must be a student (aged 15-30) currently enrolled and returning to school in September, 2024
* Driver’s Licence would be ideal or the ability to transfer as needed between library branches during program delivery.

**APPLICATION PROCESS**

Applicants are encouraged to submit a cover letter and resume outlining how they meet the

requirements of the no later than Friday, May 10, 2024 to:

CEO

Leeds and the Thousand Islands Public Library

1B Jessie Street, Lansdowne, ON K0E 1L0

Email [hr@ltipl.net](mailto:hr@ltipl.net)

For more information on these positions and how to apply, please visit our website:

<https://www.ltipl.net/employment-opportunities>

LTIPL is an equal opportunity employer, committed to ensuring that all candidates are able to

participate in the interview process fully and equally. If contacted for an interview, please let us

know if you require any accommodation.

In accordance with Municipal Freedom of Information and Privacy Legislation, the information

gathered is collected pursuant to the Municipal Act, S.O. 2001, and will be used for the purpose

of job selection.

We thank all applicants and advise that only those selected for an interview will be notified

contacted.

Personal information collected from applications is collected under the authority of the Municipal Freedom of Information and Protection of Privacy Act, and will be used to determine qualifications for employment.