

## **Library Clerk at the Moncton Public Library**

### **Canada Summer Jobs program**

8 weeks, from June 18 to August 10, 2024, from Tuesday to Saturday

OR

8 weeks, from July 9 to August 31st, 2024, from Tuesday to Saturday

35 hours per week; \$15.30 /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.
- 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 12, 2024**

Please submit your letter of presentation and your resume to the attention of Chantale Bellemare, by e-mail at [chantale.bellemare@gnb.ca](mailto:chantale.bellemare@gnb.ca), or by mail or in person at Moncton Public Library, 644 Main St, Suite 101, Moncton, NB, E1C 1E2.

