



ASPHODEL NORWOOD PUBLIC LIBRARY
NORWOOD WESTWOOD

Employment Opportunity – Summer Program Assistant

Come Join Our Team! Asphodel-Norwood Public Library is looking for a responsible and dedicated individual to take on the role of Summer Program Assistant – Summer Student Position.

This is a **part-time contract position** for up to 4 months. The successful applicant will work approximately 4 to 8 hours per week and can expect to earn \$15.50 per hour (Band 1, Step 1 of the Township of Asphodel-Norwood Salary grid). **Shifts will involve evenings and weekends.**

The detailed job description and qualifications are available on the Library's website (www.anpl.org).

Interested applicants must submit their resume and cover letter by **Friday, May 19, 2023, at 4:30 p.m.** clearly identifying the position – by mail to P.O. Box 100, Norwood, ON, K0L 2V0 or by email to Trish Reed, CEO/ Librarian, treed@antownship.ca.

The position entails:

- Program planning and implementation
- Working with community members of all ages
- Promoting Library services and programs using various social media tools (Facebook, Instagram, Tik Tok, YouTube)

The successful applicant will; have proven customer service and organizational skills, possess excellent communication skills, be creative with an interest in community activities, and have strong internet/ computer skills.

Applicants must fit the following criteria:

- Eligible to work in Canada
- Available to work in both branches of the Asphodel-Norwood Public Library
- Available to work days (during July and August), evenings and weekends
- Able to work well independently and as part of a team

The Asphodel-Norwood Public Library is an equal opportunity employer and welcomes applications from qualified candidates for any advertised position. In addition, accommodation will be provided in accordance with the Accessibility for Ontarians with Disabilities Act. We thank all applicants for their interest, however, only those candidates selected for an interview will be contacted. Personal information collected will be used in accordance with the Municipal Freedom of Information and Protection Privacy Act for the purpose of candidate selection.