

# Canada Summer Jobs Position

## Whitestone Public Library and Technology Centre

**Location:** Dunchurch, Ontario

**Wage:** \$15.00/hr

**Temporary/Casual position:** 30 hours per week for nine (9) weeks.

**Start Date:** December 9, 2020.

The Whitestone Public Library and Technology Centre is newly expanded and renovated. We are seeking a young person to help organize materials within our new space. This position is funded through Economic and Social Development Canada and the Canada Summer Jobs program.

### Responsibilities and Duties

- Arrange furniture, move materials and boxes throughout library
- Assist library visitors in finding what they need, both print and online
- Check materials in and out
- Accurately sort and shelve materials
- Assist visitors with internet access and ensuring their technical needs are met
- Prepare materials for curbside pickup
- Additional duties as required

### Skills

- Ability to understand and follow written and oral instructions
- Basic computer literacy
- Excellent interpersonal skills

### Requirements

- Between 15 and 30 years of age (inclusive) at the start of employment
- Canadian citizen, permanent resident, or person on whom refugee protection has been conferred under the Immigration and Refugee Protection Act.

Send your resume and cover letter to [whitstonelibrary@vianet.ca](mailto:whitstonelibrary@vianet.ca) to apply.