



The Selwyn Public Library System Invites Applications for the Position of Summer Library Assistant (3-month contract)

The Selwyn Public Library is seeking a **Summer Library Assistant** for a 3-month contract, who will assist with the day-to-day operation of the municipal library service. A detailed job description is available on the Library website <https://mypubliclibrary.ca>

The ideal candidate will be enrolled in post-secondary education and have a minimum of one year of relevant public service experience in a library setting.

This person will be expected to work independently, using initiative and good judgement in carrying out the duties of the position. The person must be flexible, adaptable and possess excellent organizational, communication, and interpersonal skills. This person requires superior customer service skills and must act professionally in providing service to the public. Experience with a variety of computer applications, electronic resources and new technology is essential. The 2025 salary for this position is \$19 per hour based on a 25-hour work week.

Qualified candidates are invited to submit their application, consisting of a resume and cover letter, to the undersigned by **12 noon, Monday May 26th, 2025.**

Office Location

Sarah Hennessey, CEO/Chief Librarian
Selwyn Public Library
836 Charles Street
Telephone: 705-292-5065
Bridgenorth, Ontario
e-mail: shennessey@mypubliclibrary.ca

In accordance with the Municipal Freedom of Information and Protection of Privacy Act, the information gathered is collected under the authority of the Municipal Act and will only be used for the purpose of candidate selection.

We are an equal opportunity employer. Accommodation for accessibility purposes is available upon request during the recruitment process.