
The Deep River Public Library

55 Ridge Road, PO Box 278

Deep River, ON K0J 1P0

613-584-4244 / info@deepriverlibrary.ca



<http://deepriverlibrary.ca>

The Deep River Public Library is hiring:

Summer Library Clerk

We're looking for creative, motivated candidates with:

- Excellent interpersonal skills;
- Experience (or interest in) working with children;
- Strong digital skills; and
- The ability to work individually as well as part of a team.

Responsibilities will include:

- Planning, preparing and leading weekly Summer Reading Club activities for children;
- Planning, preparing and leading summer programs for teens;
- Developing marketing materials for digital resources;
- Front desk duties including customer service and technology support;
- Collection maintenance projects; and
- Other duties as required.

This position is full-time (35 hours/week) for 8 weeks over the summer. It may include evening and Saturday shifts.

Applicants must be 15-30 years old, a Canadian Citizen, permanent resident or refugee, and legally entitled to work in Ontario. The library is committed to being an inclusive work environment and encourages all applicants. Applicants from an underrepresented group, including those who have not previously been employed, are welcome to self-identify on their application. Accommodations are possible for all parts of the process.

Please submit your resume and a letter outlining your qualifications to:

nballa-boudreau@deepriverlibrary.ca by **Thursday, May 12th**.

Questions? Contact Naomi at 613-584-4244 or nballa-boudreau@deepriverlibrary.ca. Thank you to the Canada Summer Jobs program for funding for this position.