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TOWNSHIP OF UXBRIDGE PUBLIC LIBRARY

P.O. Box 279, 9 Toronto Street South
Uxbridge, Ontario
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SUMMER STUDENT POSITION AVAILABLE

The Township of Uxbridge Public Library is looking for a student(s) to work with our Children's Summer Programs.

Hours: 35 hours per week from July 3, 2023 to August 25, 2023.

Wage: \$15.50 per hour

Application Deadline: June 2, 2023 by 5:00 pm

Please apply with a cover letter and resume. Resume and cover letter should be emailed to:

Corrinne Morrison, Library Manager
corrinne.morrison@uxlib.com

Job Summary: To assist in providing exciting, enjoyable, educational in-person and/or online programs for school age children for the Uxbridge Public Library. Helping to plan, coordinate and conduct all children's summer programming. Assisting in the general operations of the Uxbridge Public Library as needed.

Skills and Qualifications:

- Should be enrolled in a post-secondary program for Fall of 2023
- Experience in planning and conducting activities for/with children
- Previous experience in a Library setting and/or with Insignia ILS is a valuable asset
- Self-motivated and well organized
- Ability to adapt quickly
- Solid knowledge of common word processing and publishing programs

Interviews will be conducted during the week of June 12, 2023.

We thank all those who apply, however, only those candidates selected for an interview will be contacted.

This position is subject to providing proof of full vaccination against COVID-19 in alignment with the Township Policy, September 23, 2001, COVID-19 Vaccination Policy. Successful candidate will be required to be fully vaccinated with a Health Canada or World Health Organization approved COVID-19 vaccine series with the final dose at least 14 days prior to your start date. The Township will consider cases requiring accommodation as stipulated by relevant employment standards legislation or regulation and/or the Ontario Human Rights Code.

We are an Equal Opportunity Employer in accordance with the Accessibility for Ontarians with Disabilities Act, 2005 and the Ontario Human Rights Code (OHRC). The Township of Uxbridge will provide accommodations throughout the recruitment and selection and/or assessment process to applicants with disabilities and/or needs related to the OHRC. Personal information provided is collected under the authority of the Municipal Freedom of Information and Protection of Privacy Act.