



Newfoundland & Labrador  
**Public Libraries**

**Summer Employment Opportunity**

**Library Ambassador**

**Botwood Public Library, Central Division**

**Eligibility Criteria**

To be eligible, youth must meet all of the following requirements:

- Be between 15 and 30 years of age at the start of employment;
- Have a valid Social Insurance Number at the start of employment; and,
- be a Canadian citizen, permanent resident, or person who has been granted refugee status in Canada.

*\* International students and other temporary residents of Canada are not eligible. Recent immigrants are eligible if they are Canadian Citizens or permanent residents.*

**Competition Details**

Referral Number	PILRB-CSJ-24-BOTWOOD
Employment type	1 position, 8 weeks in duration - This job is a short-term contract funded through the Government of Canada's Canada Summer Jobs program.
Anticipated Start Date:	June 25, 2024
Closing Date:	May 14, 2024
Salary (scale)	\$15.60 per hour, plus 4% vacation pay
No. of Hours	30 hours per week - <b>This position requires Day, Evening and Weekend Work.</b>

**Position Details**

Context	Newfoundland and Labrador Public Libraries work to ensure that library materials, free access to the Internet and programs are available to meet the needs of the Province's people. This is provided through a network of 94 public libraries in communities large and small throughout the Province. These libraries are organized into four divisions – Western Newfoundland & Labrador Division, Central Division and Provincial Resource Division (St. John's Public Libraries). Provincial Administration's headquarters are located in Stephenville. For more information, please visit : <a href="https://nlpl.ca/about.html">https://nlpl.ca/about.html</a>
Duties	<p>Library ambassadors are enthusiastic about libraries, books and reading. They attend and support public library programs, and promote awareness of library services such as free access to books and other print and digital materials, public access to computers, and the TD Summer Reading Club. Library Ambassadors participate in and organize library outreach initiatives within their communities in order to reach new and diverse library users. They will develop leadership skills, serve as role models, and use their communication skills and creativity to inspire a lifelong love of books and reading. Previous work experience is not required.</p> <p>This position involves a wide range of library related tasks including: attending and supporting library programs; promoting awareness of library services, participating and assisting with the organization of library outreach initiatives; and other related work.</p>

**Merit Criteria**

Screening Criteria	<ol style="list-style-type: none"><li>1. Actively enrolled in or completion of high school diploma or equivalent</li><li>2. Completion of some post-secondary education (asset)</li><li>3. Experience in digital technology/literacy</li><li>4. Experience working with all ages (asset)</li><li>5. Experience organizing, promoting and conducting programs (asset)</li></ol>
Assessment Criteria	<ol style="list-style-type: none"><li>1. Knowledge of technology devices and applications; digital skills</li><li>2. Knowledge of the community and public library and its resources</li><li>3. Ability to plan and conduct programming for all ages</li><li>4. Ability to work independently and as part of a team</li></ol>

- 5. Customer service and interpersonal skills
- 6. Professionalism
- 7. Leadership skills

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## Conditions of Employment

Conditions of Offer	1. Recent and satisfactory Criminal Records Check, including a Vulnerable Sector Check.
Applicant Information	<p>For more information about this opportunity, please call: Tina Murphy at (709) 651-5351 or via email at <a href="mailto:tmurphy@nlpl.ca">tmurphy@nlpl.ca</a></p> <ul style="list-style-type: none"><li>• Newfoundland and Labrador Public Libraries values diversity in the workplace and is an equal opportunity employer.</li><li>• Disability related accommodations and alternate formats are available upon request at any stage of the recruitment process by contacting the Selection Board Chair.</li><li>• Applicants must be a Canadian citizen, permanent resident, or have granted refugee status in Canada.</li><li>• Applications must be received on or before the closing date stated for this job posting.</li><li>• Applications that do not clearly demonstrate the required criteria will be screened out.</li><li>• All information submitted as part of this application must be factual, complete and current to date of submission.</li></ul>

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## How to Apply

Applications, quoting Competition Number PILRB-CSJ-24-BOTWOOD, should be submitted:

By Mail	Selection Board Chair Newfoundland and Labrador Public Libraries 48 St. George's Avenue Stephenville, NL A2N 1K9
By Fax	(709) 643-0933
By Email	<a href="mailto:jobs@nlpl.ca">jobs@nlpl.ca</a>

For more information about this opportunity, please call: Tina Murphy at (709) 651-5351 or via email at [tmurphy@nlpl.ca](mailto:tmurphy@nlpl.ca)

04/29/24