



Newfoundland & Labrador  
**Public Libraries**

**Summer Employment Opportunity**

**Library Ambassador**

**Twillingate, Central Division**

## Eligibility Criteria

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

- be between 15 and 30 years of age (inclusive) at the start of employment;
- be a Canadian citizen, permanent resident, or person to whom refugee protection has been conferred under the “Immigration and Refugee Protection Act, S.C. 2001, c.27”; and,
- have a valid Social Insurance Number at the start of employment and be legally entitled to work in Canada in accordance with relevant provincial/territorial legislation and regulations.

\* International students are not eligible. Recent immigrants are eligible if they are Canadian Citizens or permanent residents.

## Competition Details

Referral Number	PILRB-CSJ-26-TWILLINGATE
Employment type	1 position, 9 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 15, 2026
Closing Date:	May 4, 2026
Salary (scale)	\$16.35 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 : <https://nlpl.ca/about.html>

**Duties** 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.

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.

## Merit Criteria

<b>Screening Criteria</b>	<ol style="list-style-type: none"><li>1. Actively enrolled in or completion of high school diploma or equivalent</li><li>2. Experience in digital technology/literacy</li><li>3. Experience working with all ages (asset)</li><li>4. Experience organizing, promoting and conducting programs (asset)</li></ol>
<b>Assessment Criteria</b>	<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

### Conditions of Acceptance

**Applicant Information**      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)

- Newfoundland and Labrador Public Libraries values diversity in the workplace and is an equal opportunity employer.
  - Disability related accommodations and alternate formats are available upon request at any stage of the recruitment process by contacting the Selection Board Chair.
  - Preference will be given to applicants who are a Canadian citizen or permanent resident of Canada or those who are legally entitled to work in Canada.
  - Applications must be received on or before the closing date stated for this job posting.
  - It is the responsibility of the applicant to submit an application that demonstrates the required merit criteria.
  - Applications that do not clearly demonstrate the required criteria will be screened out.
  - All applications must contain accurate contact information, including current mailing address, email address and phone number.
  - All information submitted as part of this application must be factual, complete and current to date of submission.
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## How to Apply

Applications, quoting Competition Number PILRB-CSJ-26-TWILLINGATE, should be submitted:

**By Mail**                      Chair, Selection Board Chair  
Newfoundland and Labrador Public Libraries  
48 St. George's Avenue  
Stephenville, NL  
A2N 1K9

**By Fax**                      (709) 643-0933

**By Email**                    [jobs@nlpl.ca](mailto:jobs@nlpl.ca)

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04/17/26