



## **CBRL Summer Employment Opportunities**

Cape Breton Regional Library invites applications for student assistant positions for the summer of 2021 at the following branches:

- McConnell Library, Sydney
- Glace Bay Library
- Baddeck Library
- Ingonish Library

These are temporary term positions for the summer months.

### **About the Library:**

Cape Breton Regional Library's 12 branches and bookmobile serve the community by offering innovative programs and technology access in addition to various lending services (e.g. books, DVDs, recreational equipment, radon detectors, eBooks, and more). Library branches are community spaces and stopping places for many residents and visitors. We serve a diverse population of all ages and recognize the unique needs of all individuals.

### **Duties:**

- Customer service and circulation duties, including checking out library materials, registering patrons for library cards, answering questions and assisting patrons with searching for and locating library materials, answering incoming phone calls.
- Shelving duties, including sorting and returning library materials to their proper place on the shelves, straightening and shifting library materials.
- Assisting library staff members with conducting an annual inventory of a large and diverse collection.
- Other duties as required. (May be required to learn and carry out specific tasks conducted by other library staff members as needed).

### **Work Conditions:**

- A combination of lifting, bending, reaching, pushing, pulling, and carrying library materials.
- Adherence to all Nova Scotia provincial health directives related to Covid-19, including social distancing and mask wearing in indoor public spaces.

**Hours of work:**

- Tuesday to Saturday.
- Includes daytime and afternoon/evening shifts.
- Schedule changes may be required according to library needs.
- Total hours per week: 35.

**Requirements:**

- Per employment grant requirements, candidates must be registered as a post-secondary student on a full-time basis for the upcoming academic year.
- Excellent communication and interpersonal skills.
- Strong organization skills and attention to detail.
- Technology and computer skills with a proficiency in a Windows-based environment.
- Ability to work in a demanding and fast-paced environment.
- Ability to balance multiple responsibilities and adjust according to changing priorities.

**To Apply:**

Your resume and cover letter should clearly outline how you meet the stated qualifications and position requirements. Please indicate the position title (summer student assistant) and your preferred branch location in your cover letter and in the subject field of your email.

Submit your application via email to:

info@cbri.ca

Cape Breton Regional Library

50 Falmouth Street

Sydney, Nova Scotia

B1P 6X9

We thank all applicants for their interest in this position and all submitted applications are reviewed. Please note that only selected candidates will be contacted for an interview.