

Job Opportunity



Who We Are:

Clarington Library, Museums & Archives (CLMA) is a cornerstone of the community, partnering with other organizations to enhance cultural, educational and economic well-being. As an active connector for social interaction, learning and dialogue, CLMA fosters an accessible and welcoming environment. CLMA is a significant resource that is widely recognized and supported in the community as an innovative and progressive organization in a knowledge and information-based economy. We operate 4 library locations, 1 heritage centre and an additional 2 heritage buildings that are open by appointment only.



Our Team:

We love new ideas. Collaboration and innovation are at the heart of everything we do. Our team values open communication, mutual respect, and a shared commitment to excellence. Creativity is encouraged, and diverse perspectives are celebrated to foster an environment of inclusivity and continuous improvement. We prioritize professional development, providing regular opportunities for training and skill development. With a culture that encourages both individual autonomy and collective teamwork, you'll contribute to projects and initiatives that make a positive impact on the local community.



Our Values:

● Curiosity & Ideas	● Community
● Preservation	● Respect
● Innovation	● Accountability
● Intellectual freedom	



Your Opportunity:

The Member Service Associate role is responsible for creating and fostering a welcoming environment for members of all ages and providing excellent customer service. You will have the opportunity to deliver programs, host group visits, process physical materials, register new members, conduct reader advisory, engage with members through community events, and provide technology support. The successful applicant is expected to be available to work any shift during hours of operation and perform other duties as assigned.



Working Conditions:

Salary Range: \$30.95 to \$37.62 per hour (2024 Rate)
Status: Affiliated, Regular Full-Time
Schedule: Average of 35 hours per week, including two (2) evenings per week and alternating weekends
Work Location: System-wide
Physical demands: Shelving, bending, stooping, stretching, standing, lifting, pushing/pulling book trucks and boxes of material



Position Responsibilities:

- Contributes to providing a welcoming environment for all visitors and delivers excellent customer service.
- Facilitates information and knowledge discovery through the provision of CLMA resources, including computer hardware, the library catalogue, physical materials, and online resources.
- Assists in digital literacy training for the public using CLMA technology resources.
- Performs public service duties that include, but are not limited to registering library members, checking materials in and out, registering members for library programs, accurately completing fiscal transactions, processing materials for courier, shelving materials, shelf reading, updating the catalogue, transferring items in floating collections, etc.
- Maintains the visual standards of CLMA, including the planning and implementation of displays, promotions, shelving material, shelf reading, and weeding.
- Completes research/statistical compilation and report writing as required.
- Comply with all procedures and requirements of the Occupational Health and Safety Act, Safety Policies, and other applicable legislation or regulations.
- Other duties as assigned.



Essential Qualifications:

- Completion of an accredited Library Technician diploma program with one year of related work experience or an equivalent combination of education and experience to the satisfaction of the CEO.
- Excellent interpersonal, communication, and presentation skills.
- Experience in, and comfortable with, working with large groups of children and members of all ages.
- Demonstrated knowledge of public library/museum resources and how to search for information.

- Demonstrates a strong working knowledge of technological applications, including but not limited to, the Internet, electronic databases, social media and Microsoft Office software.
- Ability to work collaboratively and independently in a changing environment.
- Ability to balance multiple responsibilities and priorities.
- Willingness to learn new skills on the job.
- Valid First Aid Certification is considered an asset.
- Frequent travel between branches is required.
- A satisfactory Vulnerable Sector Check (VSC) is required prior to commencement of employment.



Application:

The Clarington Library, Museums, and Archives value diversity, equity, and inclusion within its community and workplace. We welcome applications from individuals of diverse backgrounds. Please submit your cover letter and resume in a single Word or PDF document by **Monday, January 19th, 2026** to the following confidential email address: recruitment@cplma.ca quoting the job title and file number **2026-CLMA01AF**.

We thank all applicants for their interest; however, only those under consideration will be contacted. Personal Information is collected in accordance with the Municipal Freedom of Information and Protection of Personal Privacy Act and will only be used for candidate selection.

We are pleased to accommodate individual needs in accordance with the *Accessibility for Ontarians with Disabilities Act, 2005*, throughout our recruitment process. If you require accommodation at any time, please contact Human Resources.