

# Job Opportunity

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## 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
- Preservation
- Innovation
- Intellectual freedom
- Community
- Respect
- Accountability



## Your Opportunity:

Reporting to the Manager of Programs and Events, the Programs and Events Member Service Associate 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 (day, evening, and weekend) of CLMA hours of operation at any location of the CLMA system and perform other duties as assigned.



## Working Conditions:

Salary Range: \$30.95 to \$37.62 per hour  
Status: Affiliated, Regular Part-Time  
Schedule: Average of between thirty-two (32) and sixty (60) hours bi-weekly, including two (2) evenings per week and alternating weekends  
Work Location: System-wide  
Physical Demands: Shelving, bending, stooping, stretching, standing, lifting, pushing/pulling carts and boxes of materials



## Position Responsibilities:

- Designs and delivers in-person and virtual programs including class/group/outreach visits to members of all ages whose focus may include early literacy development, STEAM integration, digital literacy, leisure, and continuing education.
- 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.
- Complies 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 completion of an equivalent combination of education and experience to the satisfaction of the CEO.
- Willingness to take initiative, demonstrate strong problem-solving skills and to continually learn new things on the job.

- Excellent interpersonal, communication and presentation skills.
- Experience in, and comfortable with, working with large groups of children and members of all ages.
- Passion for creating and delivering library programs that focus on early literacy development, STEAM integration, digital literacy and/or continuing education.
- 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 an environment of constant change.
- Ability to balance multiple responsibilities and priorities.
- Willingness to learn new skills on the job.
- Frequent travel between branches is required.
- Valid First Aid Certification is considered an asset.
- A satisfactory Standard Criminal Record Check (CPIC) 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 Word or PDF format by **Monday, March 16th, 2026**, to the following confidential email address: [resumes@cplma.ca](mailto:resumes@cplma.ca) quoting the job title and file number **2026-CPL04AF**.

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.