

# 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:

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: \$24.19 to \$28.15 per hour (2024 Rate)  
Status: Occasional Part-Time  
Schedule: Up to a maximum of thirty-two (32) hours bi-weekly, including evenings and weekends  
Work Location: System-wide  
Physical demands: Shelving, bending, stooping, stretching, standing, lifting, pushing/pulling book trucks and boxes of material



## Position Responsibilities:

- Facilitates information and knowledge discovery through the provision of available resources; including computer hardware, the library catalogue, physical materials, and online resources.
- Assists in digital literacy training to the public through use of technology resources.
- Performs public service duties that include, but are not limited to: registering members, checking library materials in and out, registering members for programs, accurately completing fiscal transactions, processing materials for courier, shelving materials, shelf reading, updating the catalogue, transferring items in floating collections, etc.
- Maintains visual standards, including the planning and implementation of displays, promotions, shelving material, shelf reading, and weeding.



## 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.
- Demonstrated working knowledge of technological applications including Internet, electronic databases, social media, and standard office computing software.
- Demonstrated knowledge of public library resources and how to search for information.
- Excellent interpersonal, communication, and presentation skills.
- Strong customer service orientation and experience.
- Ability to balance effectively multiple responsibilities and priorities.
- Ability to work independently and collaboratively in a rapidly changing environment.
- Demonstrated knowledge in early childhood education is considered an asset.
- Frequent travel between branches is required.
- Valid First Aid Certification 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 a single Word or PDF document by **Monday, March 17, 2025** to the following confidential email address: [resumes@cplma.ca](mailto:resumes@cplma.ca) quoting the job title and file number **2025-CLMA04AF**.

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.