



SUMMER EMPLOYMENT LIBRARY ASSISTANT POSITION

The Township of Havelock-Belmont-Methuen is seeking a qualified, responsible, motivated, and team-oriented individual for the summer employment position of Part-Time Library Assistant, for the 2026 season.

Library Assistant Summer Position (\$17.60 / Hour)

Tuesday to Saturday, 16 hours per week. (1 position)

All applicants must be able to work the schedules specified in the job description. Applicants are required to be between the ages of 15 to 30 years old. Related post-secondary education is preferred for all positions.

A valid and clean Ontario Class G Drivers' license is required and access to personal vehicle to travel from various libraries (please submit 3-year uncertified drivers record with application).

Complete job descriptions can be found on the Townships website at www.hbmtwp.ca.

We thank all applicants for their interest, however only those selected for an interview will be contacted. Please apply to each position individually if applying for more than one position.

A detailed cover letter and resume, clearly marked with the position you are applying for must be submitted by **4:30 p.m. on June 15, 2026**, to:

Kayla Spooner
Deputy Treasurer
Township of Havelock-Belmont-Methuen

P.O. Box 10, 1 Ottawa St East
Havelock, ON K0L 1Z0
Email: kspooner@hbmtwp.ca

The Township of Havelock-Belmont-Methuen welcomes and encourages applications from people with disabilities. Accommodations are available on request for candidates taking part in all aspects of the selection process. Personal information is collected pursuant to the Municipal Freedom of Information and Protection of Privacy Act and will be used only to evaluate the suitability of applicants for employment.

[#hbmtwp](#) [#HavelockON](#)

Note: Messaging above was added to the website Newsroom, Facebook and Instagram

POSTING DATES: May 28, 2026 @10:00 a.m., June 1 @12:00 p.m., June 5, 2026 @3:00pm, June 8 @9:00 a.m.