

Posting Date: 2021/10/15
Closing Date: 2021/11/05
Date of Employment: Immediately

Job Title: LIBRARY CLERK 1
Location: MacTier primarily (infrequently in Port Severn, Honey Harbour)
Status: Part-Time Permanent

HOURS PER WEEK AND SCHEDULE OF WORK:

5 – 10 hours per week including every 2nd Saturday. Expanded hours in summer.

JOB SUMMARY:

Join the Georgian Bay Public Library on our journey to connect our community to resources, and each other in our branch system. Daily tasks will include circulation, patron assistance with computers, wifi, and occasional programs for patrons of all ages. Under the direction of the Library CEO, the position will be primarily based at the MacTier branch. As needed (infrequently), the staff member may also work in the Port Severn and Honey Harbour branches.

ESSENTIAL DUTIES:

- Circulation of materials
- Helping library patrons with computer use, wifi and computer stations
- Contributes to Library programs for children, youth and adults as required
- Library duties as may be required from time to time

QUALIFICATIONS:

- Must possess a Grade 12 Diploma
- Library experience an asset
- Knowledge of and ability to maintain and improve computer skills as needed
- Ability to exercise tact, initiative, and independent judgment
- Ability to perform various clerical and computer functions
- Ability to communicate effectively, both orally and in writing
- Willingness to work evenings and Saturdays
- Ability to lift up to 40 lbs
- The successful applicant will require a Vulnerable Sector Police Check.

WAGE: Library Clerk 1, probationary rate, \$16.33 / hr

HOW TO APPLY:

Email your cover letter and resume, quoting Library Clerk to Rita Orr, rorr.GBPLibrary@gbtownship.ca

We thank all applicants and advise that only those selected for an interview will be contacted.



The Georgian Bay Public Library invites applications from all qualified individuals. The Library is committed to employment equity and diversity in the workplace and welcomes applications from visible minorities, Indigenous peoples, persons with disabilities, and persons of any sexual orientation or gender identity.

Upon request, accommodation will be provided for persons with disabilities through all stages of the recruitment and selection process.