



**Circulation Assistant**  
**Township of Georgian Bay Public Library**  
**Honey Harbour, MacTier, and Port Severn, Ontario**

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Georgian Bay Public Library connects our community to information, resources, and each other. We are a Library system made up of three branches and are located 1.5 hours north of Toronto in the heart of cottage country. We value the history and cultural roots of our community and benefit from being located along the shores of beautiful Georgian Bay.

### **POSITION SUMMARY**

The Library is seeking an individual for the position of Circulation Assistant. We are looking for someone who strives for excellence while providing a wide range of front-line support but is also excited and curious about learning. We are a growing community, and our team has been quick to adapt and support residents based on new and changing needs.

This position will support the day-to-day operations of the Library through tasks including but not limited to; circulation service, reference and readers' advisory support, patron assistance with technology, and program support as directed by the Branch Manager.

Under the direction of the Library CEO and Branch Managers, the Circulation Assistant will join Georgian Bay Public Library with the ability to work in the MacTier, Port Severn and Honey Harbour branches as needed.

### **QUALIFICATIONS:**

- Ability to work enthusiastically and effectively with patrons of all ages
- Experience with Microsoft Office applications, computers, and mobile devices
- Exhibit excellent interpersonal and communication skills
- Ability to multitask and manage time accordingly
- Exhibit proven leadership skills
- Ability to work independently and in a team environment
- Experience with new/emerging technologies considered an asset
- Some travel is required
- The successful candidate will be required to provide a Vulnerable Sector Police Check.

### **WORKING CONDITIONS**

*Status: casual*

*Schedule: May include occasional evenings and weekends with an influx of hours during the months of May – October.*

**Hourly Rate:** \$24.40 per hour

**Deadline to apply:** Friday, December 5 at 5 pm

**HOW TO APPLY**

Please email cover letter and resume addressed to;

Stephanie Clare  
Chief Executive Officer  
Georgian Bay Public Library  
[sclare.gbplibrary@gbtownship.ca](mailto:sclare.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.