
Posted Internally and Externally at the Same Time

Posting Date: 2021/05/13
Closing Date: 2021/05/22
Date of Employment: June 1, 2021

Job Title: Library Clerk I
Location: Mactier, with the ability to work in Honey Harbour and Port Severn
Status: Part-Time Permanent

HOURS PER WEEK AND SCHEDULE OF WORK:

15 Hours per week. Some evenings and weekends.

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 and wifi, and occasional programs for children, youth, and adult patrons. Based at the Mactier branch, under the direction of the Library CEO, the staff will join the branch system, with the ability to work in the Port Severn and Honey Harbour branches as needed.

ESSENTIAL DUTIES:

- Circulation of materials
- Helping library patrons with wifi, computer use and computer stations.
- Creates and leads Library programs for children, youth, and adults as required

QUALIFICATIONS:

- Must possess a Grade 12 Diploma;
- Library experience preferred.
- 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 I, probationary rate, \$16.33/ hr

HOW TO APPLY:

Email your cover letter and resume, quoting Library Clerk to Sarah Papple, spapple@gbpl.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.