



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

Join the Georgian Bay Public Library as we connect our community to resources, and each other in our three branch system. We are located 1.5 hours north of Toronto and are 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. Branches are in Honey Harbour, MacTier, and Port Severn and serve their own unique communities.

POSITION SUMMARY

The Library is seeking an enthusiastic and innovative individual for the position of Circulation Assistant. The ideal candidate is someone who strives for excellence while providing a broad spectrum of front-line support for our Library users. This position will support the day-to-day operations of the Library through tasks including but not limited to; circulation service, reference and reader's advisory support, patron assistance with technology, and program registration. 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 multi task and manage time accordingly
- Exhibit proven leadership skills
- Ability to work independently and also 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: scheduled shifts on an as needed basis; may include occasional evenings and weekends

Hourly Rate: \$22.75 per hour
Deadline to apply: Friday, February 3 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

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.