



Job Posting
Library Technician - Children & Youth Services Dept.
Part-time Position Available

Description

The Orillia Public Library is seeking an energetic, innovative, customer service-oriented team player with exceptional technical skills, to work as part of the Library's Children and Youth Services team during evening and Sunday hours. From the service desk, the candidate will provide in-depth information service as well as customized advice on the print and non-print collection. The candidate will also assist customers with new technologies and devices. Sunday and evening hours are required. Some call-in relief required.

This position will report to the Children and Youth Services Director.

Qualifications

Requirements

- Library Technician diploma from a recognized school, or the equivalent degree or diploma with a specialization in working with children and/or youth
- Excellent attention to detail
- Well-developed skills in information service delivery
- Strong knowledge of popular non-fiction, fiction and audio-visual titles for children and teens
- Able to accommodate a variable schedule
- Able to organize time efficiently
- Demonstrated ability to interact pleasantly and courteously with the public and staff, and to promote a harmonious workplace
- Ability to effectively and efficiently learn new technologies

Desirable

- Experience in information service delivery
- Familiarity with office software
- Knowledge of an integrated library system

Position Details

- Provide in-depth information and readers' advisory services to the public in person, by telephone, and electronically
- Support program promotion
- Strong emphasis on engaging with children and youth in the library
- Instruct the public in the use of the catalogue and the Library's other online resources e.g. website, databases

36 Mississauga Street W. L3V 3A6

Telephone 705-325-2338

Fax 705-327-1744

www.orilliapubliclibrary.ca

- Process and maintain designated sections of the collection as needed
- Direct and monitor pages, volunteers, and summer students on tasks to be completed within department
- Perform other duties as assigned

Hours: Approximately 20 hours per week, working evenings and Sundays.

Wage: \$24.54 to \$29.28/hour

Application deadline: January 3, 2022

Please address cover letter and resume to:

Meagan Wilkinson, Director of Children and Youth Services
Orillia Public Library
36 Mississaga St. West
Orillia, Ontario
L3V 3A6

Email: mwilkinson@orilliapubliclibrary.ca

The Library has adopted the City of Orillia's policy that requires that all employees are fully vaccinated in order to attend work within the library building.

The Library will require a current Vulnerable Sector Screening from the successful applicant as a condition of employment. We thank all those who apply but advise that only those applicants selected for an interview will be contacted.

The Orillia Public Library is an equal opportunity employer. Accommodations are available for all parts of the recruitment process. If contacted for an interview, please advise the Library's Administrative Assistant at 705-325-2338 of any measures you feel you need to enable you to be assessed in a fair and equitable manner. Information received relating to accommodation measures will be addressed confidentially.

<p>This information is being collected under the authority of the Public Libraries Act, R.S.O. 1990, c. P.44, in order to identify potential candidates for job competitions. For more information please contact Bessie Sullivan, Library Chief Executive Officer at 705 325-2338.</p>
