



Job Posting Student Page - Children & Youth Services Dept.

The Orillia Public Library is seeking a hard-working team player to work as a year-round part of the Children and Youth Services Page team. Our ideal candidate would have an enthusiasm for working around children and families, a desire to learn new skills, and be someone the department can depend on. This position consists of evening and weekend work with an average of 4-12 hours per week. Some Sunday afternoons from September – April are required. This position starts mid-May and continues year-round. This position will report to the Director of Children's and Youth Services.

Duties May Include:

- Sorting, organizing, and shelving library materials both alphabetically and by the Dewey Decimal system.
- Preparing for and assisting with programs geared towards children, youth, and families.
- Setting up program rooms for programming staff, including moving furniture and cleaning non-consumable items used in programs.
- Other duties as assigned.

Qualifications

- Enrolled in high school in Orillia or surrounding area.
- Hard-working and reliable.
- Safety conscious.
- Able to contribute positively and to work effectively within a team environment.
- Enthusiastic and eager to learn.

Deadline to Apply: April 30th, 2025

Wage: \$16.20, student minimum wage

Please address resume to: Alexandra Gilston, Director of Children's and Youth Services
agilston@orilliapubliclibrary.ca

Please note: only those candidates selected for an interview will be contacted. We thank all who apply.

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.

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 Meagan Wilkinson, Library Chief Executive Officer at 705 325-2573.