



## **Library Technician: Children & Youth Services Full-Time Position**

### **Description**

The Orillia Public Library is seeking an energetic, innovative, customer service-oriented team player to work as part of the Library's Children and Youth Services team. The incumbent will provide in-depth early literacy reference service in the Library's print and non-print collection. The incumbent plans, promotes, conducts and evaluates programs for children and teens both in the library and the community. Some Saturday, Sunday, and evening hours are required. This position will report to the Children and Youth Services Director.

### **Qualifications**

University degree with a specialization in working with children and/or youth, or library technician diploma with focus in child and youth services. Studies in the fields of library science, education, community development, or event planning would be an asset.

- Well-developed programming and presentation skills
- Strong knowledge of popular non-fiction, fiction and audio-visual titles for children and teens
- Proficiency in using computers, Internet navigation, common office software and social media
- Able to accommodate a variable schedule
- Excellent organizational skills and a proven competency in managing projects and priorities
- Demonstrated ability to interact pleasantly and courteously with the public and staff, and to promote a harmonious workplace
- Valid driver's license and access to a vehicle
- A successful Police Vulnerable Records check is required
- Experience in information service delivery
- Knowledge of an integrated library system

### **Position Details**

- Provide in-depth information and readers' advisory services to the public, (including children, teens and families) in person, by telephone, and electronically
- Using the department's strategic goals; develop, plan, conduct and evaluate creative, cultural, dynamic, innovative, and literacy-building services and programs for children and youth
- Instruct the public and staff in the use of the catalogue (ILS) and the Library's other online resources e.g. website, databases
- Work with community organizations to develop mutually beneficial programs and partnerships
- Represent the Library at outside events and to community organizations (including local events, schools, community centers)
- Determines the promotional components of programs to ensure successful publicity.
- Direct and monitor pages, volunteers, and summer students on tasks to be completed within department
- Participate in Library wide initiatives and events
- Perform other job related duties

**Hours:** 36.5 hours per week. Includes evenings and weekends

**Wage:** Beginning at probationary rate of \$23.79/hr

**Application deadline:** Priority will be given to candidates who apply before Friday, December 20, 2019. However, the search will continue until the position is filled.

**Start Date:** January 13, 2020

To apply, please send a cover letter, resume and the names and contact numbers of three references to:

Sarah Papple, Director of Children and Youth Services  
36 Mississauga St. West  
Orillia, Ontario  
L3V 3A6  
Email: [spapple@orilliapubliclibrary.ca](mailto:spapple@orilliapubliclibrary.ca)

**We thank all those who apply, but advise that only those applicants selected for an interview will be contacted.**

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 information contact Suzanne Campbell, Library CEO Officer  
[scampbell@orilliapubliclibrary.ca](mailto:scampbell@orilliapubliclibrary.ca)

The Orillia Public Library is pleased to accommodate individual needs in accordance with the Accessibility of Ontarians with Disabilities Act, 2005 (AODA), within our recruitment process. If you require accommodation at any time throughout the recruitment process please contact [tchatten@orilliapubliclibrary.ca](mailto:tchatten@orilliapubliclibrary.ca)