



**Job Posting**  
**Library Technician: Children & Youth Services – Early Literacy Focus**  
**Permanent Part-time Position**

**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. The incumbent will provide in-depth information service and advice on the print and non-print collection. The incumbent plans, promotes, conducts and evaluates programs for children and teens both in the library and the community. The incumbent will be responsible for working in partnership with community organizations in the delivery of library services. The incumbent will also assist customers with new technologies and devices as well as social media. Some Saturday, 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
- Exceptional readers' advisory skills for families, children and youth
- Well-developed skills in information service delivery
- Well-developed programming and presentation skills
- Able to accommodate a variable schedule
- Able to organize time efficiently within a dynamic work environment
- Demonstrated ability to interact pleasantly and courteously with library staff and patrons, and to promote a harmonious workplace

Desirable

- Experience in information service delivery
- Familiarity with office software
- Knowledge of an integrated library system
- Valid driver's license
- Access to a vehicle
- A Police Vulnerable Records check may be required

**Position Details**

- Provide in-depth information and readers' advisory services to the public in person, by telephone, and electronically
- Plan, conduct and evaluate creative, cultural, dynamic, innovative, and literacy-building programs for children and youth
- Instruct the public and staff in the use of the catalogue 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)
- Perform other job related duties

**Hours:** Approximately 21 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 Tuesday, February 18, 2020. However, the search will continue until the position is filled.

**Start Date:** March 2, 2020

Please submit 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

PDF resumes may be submitted by email to: [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.**

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 705-325-2552, ext. 200 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 Suzanne Campbell, Library Chief Executive Officer at 705 325-2338 .