



READERS' ADVISOR, INFORMATION SERVICES DEPT. PERMANENT PART-TIME

The Orillia Public Library is seeking an energetic and passionate reader who is customer service oriented to fill a part time Readers' Advisor position in the Information Services Department. The Readers' Advisor staffs a busy public service desk and plans and leads adult book discussion groups. The successful candidate will work 40 hours bi-weekly with two evening shifts, weekend, and relief hours required.

Summary of Duties:

- Staff a public service desk to direct and advise customers in their selection of recreational and informational reading materials.
- Facilitates and develops book groups, readers' advisory events and reading programs for adults.
- Assists customers with Internet stations, computer software, new technologies and devices.
- Selects library material for homebound customers and retirement home residents.
- Promotes the fiction collection through displays, newspaper articles and creation of promotional materials.

Qualifications/Requirements:

- Library Technician's diploma and/or a university degree in a related area
- Strong interpersonal, communication, organizational, and customer service skills
- Extensive knowledge of books and general public reading interests
- Personal interest in reading and ability to discuss books effectively
- Ability to effectively use reference interview techniques
- Experience working with seniors an asset
- Public library experience an asset

Appointment Details:

Hours: 20 hours per week
Salary Range: \$24.54 - \$29.28/hr.

Application Deadline:

Monday, January 10, 2022

To apply, please send a covering letter and resume to:

Kelli Absalom, Director of Information Services
Orillia Public Library, 36 Mississaga Street West, Orillia, ON L3V 3A6
E-mail: kabsalom@orilliapubliclibrary.ca

Only those candidates 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 more information please contact Bessie Sullivan, Library Chief Executive Officer at 705 325-2338.

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