



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

The Orillia Public Library invites applications for the position of Reader's Advisor in the Information Services Department. This position provides readers' advisory, reference, and technology assistance to the public, helping patrons discover information, explore library resources, and engage with the library's collections, programs, and resources. The ideal candidate will be an enthusiastic reader with strong customer service skills and a demonstrated commitment to providing inclusive, accessible, and high-quality library service.

Summary of Duties:

- Staff a public service desk to provide readers' advisory and reference service to patrons of all ages
- Assist patrons with the use of technology, including public computers, mobile devices, and digital library resources
- Provide instruction and support in the use of the Library's collections, services, and online resources
- Assist patrons with research and information needs using effective reference interview techniques
- Promote the Library's collections through displays and personalized recommendations
- Support the delivery of library programs and outreach initiatives, including opportunities to facilitate reader-focused programs such as book clubs and other community engagement activities
- Maintain current knowledge of library materials, digital services, and emerging technologies, and trends in public library service
- Provide courteous, efficient, and effective service to the public
- Demonstrate an understanding and commitment to the principles of intellectual freedom, inclusiveness, accessibility, and service excellence
- Performs other related duties as assigned.

Qualifications/Requirements:

- Library Technician diploma and/or a university degree in a related field
- Excellent proactive customer service and interpersonal skills
- Extensive knowledge of books, authors, genres, and general public reading interests
- Personal interest in reading and ability to discuss books effectively with a wide range of readers
- Demonstrated successful experience in a public library preferred
- Demonstrated ability to provide superior information service to a wide range of patrons in a busy public library environment
- Ability to assist and instruct patrons in the use of technology, including tablets, smartphones, eReaders, and digital library services
- Ability to effectively use reference interview techniques to identify and respond to patron needs
- Experience working with seniors an asset
- Demonstrated ability to interact pleasantly and courteously with the public and staff, and to contribute to a positive and collaborative workplace

Position Details

Hours: 32 hours bi-weekly. Regular shifts include full days every Monday and every second Friday, as well as evening shifts every Tuesday and Wednesday. Scheduled Sunday shifts are required from October to April. Additional relief hours may be assigned as needed.

Salary Range: \$27.77 – \$32.49/per hour

Application Deadline: Tuesday, August 4, 2026

To apply, please send a cover 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

A current Vulnerable Sector Screening will be required 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.

This information is being collected under the authority of the Public Libraries Act, R.S.O. 1990, c. P.44, to identify potential candidates for job competitions. For information contact Meagan Wilkinson, Library CEO Officer, at mwilkinson@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 jholohan@orilliapubliclibrary.ca