



Library Career Opportunity

Town of Georgina Human Resources
careers@georgina.ca



Library Student

(Job ID# 2019.63ST)

Department: Georgina Public Library
Division: Library
Location: Pefferlaw Branch
Status: Permanent, Part-Time
Number of Positions: 1
Wage/Salary: \$13.15 - \$14.00/hour
Date Posted: April 18, 2019
Date Closing: May 2, 2019

Come work with us!

Employment with Georgina Public Library offers an opportunity to make a positive difference in our community. We are a progressive, forward-thinking organization that is focused on continuous improvement, innovation and providing exceptional customer service. We offer a collaborative team environment and an excellent place to take charge of your career.

Position Purpose:

Under supervision, shelve materials, shelf-read collections, and perform a variety of library routines as assigned and according to established procedures.

Qualifications:

Upon hire, the student must be enrolled full-time in secondary school. To maintain employment, the student must be enrolled in a full-time course of study at a recognized institution of learning. Confirmation of enrolment must be provided upon request; ***for full details please see attached job description.***

How to apply:

Qualified applicants are invited to submit a resume, identifying the **Job Title** and **ID# 2019.63ST** in the subject line. Please apply in confidence by **May 2, 2019** to careers@georgina.ca.

Committed to diversity and a barrier-free environment:

The Town of Georgina is an equal opportunity employer and we will accommodate the needs of applicants under the Ontario Human Rights Code and the Accessibility for Ontarians with Disabilities Act (AODA) throughout all stages of the recruitment and selection process. Please advise the Human Resources Office to ensure your accessibility needs are accommodated.

We thank all candidates for their interest, however only those being considered will be contacted.

TOWN OF GEORGINA PUBLIC LIBRARIES

Job Title: Student

PRIMARY FUNCTION:

Under supervision, shelve materials, shelf-read collections, and perform a variety of library routines as assigned and according to established procedures.

WORKING PROCEDURES:

Reads shelves and adjusts books and other materials according to procedures:

Shelves books and other library materials;

Assists circulation staff with routine circulation duties when required, and once appropriately trained.

Transports books, library material and equipment around the library;

Performs general housekeeping duties as required.

Participates in the Town's Health and Safety Program and follows safety practices in work methods and procedures; observes and complies with all relevant Health & Safety regulations.

The above statements reflect the general details considered necessary to describe the principal functions and duties of the position and will not be construed as a detailed job description of the work requirements that may be inherent in the job.

SKILL/KNOWLEDGE REQUIREMENTS:

Upon hire, the student must be enrolled full-time in secondary school. To maintain employment, the student must be enrolled in a full-time course of study at a recognized institution of learning. Confirmation of enrolment must be provided upon request;

Ability to understand verbal and written instructions in order to perform all of assigned duties;

Proficiency required in spelling and grammar; and written and verbal communications;

Understanding of the library shelving system (Dewey Decimal System)

Ability to work evenings and weekends as necessary.