



NOTICE OF VACANCY

Bracebridge Public Library

PART-TIME PAGE

Come join us! Be part of an enterprising team that's proud to support a vibrant, healthy, safe and caring community. We are seeking well qualified, dedicated, and enthusiastic and customer service focused applicants.

The Page is responsible for maintaining a neat and orderly appearance of the library and must also help create a courteous and welcome environment for all who enter the library.

Reporting to the CEO of the Bracebridge Public Library, the successful applicant will

- Shelve all library materials.
- Shelf-read collection.
- Distribute posters and other publicity materials.
- Mail all correspondence.
- Pull books from the Request Pull List and bring to circulation staff.
- Provide periodic backup for circulation staff
- Perform other related duties as assigned

Applicants must have a minimum Grade 12 education and one year related work experience; keyboarding proficiency; demonstrated experience, knowledge and understanding of standard office procedures, MS software applications, and customer service techniques. The successful applicant will be a team player with good oral and written communication skills; able to perform light physical work, bend, reach, and lift up to 20-25kg and have the ability to follow procedures with accuracy and speed. This position will include shift work. The selected candidate will be required to provide a Police Record Name check, plus a Certificate of Completion for the Ministry of Labour Occupational Health and Safety awareness training, available on-line at www.labour.gov.on.ca/english/hs/training/workers.php, as a condition of employment.

The wage rate for this position is minimum wage, \$11.40 per hour.

This is a permanent part-time position.

We thank all who apply, however, only those candidates selected for an interview will be contacted. All personal information is collected under the authority of the *Municipal Act, S.O. 2001, c. 25* and will be used to determine employment eligibility. The Bracebridge Public Library is an Equal Opportunity Employer.

Please submit your application (including covering letter and resume) by 4:30 p.m. on May 19, 2017 to:

Bracebridge Public Library
94 Manitoba Street
Bracebridge, Ontario P1L 2B5

Attention: Cathryn Rodney, CEO
E-Mail: Cathryn.Rodney@bracebridgelibrary.ca
Fax: (705) 645-6551

Date Posted: May 5, 2017