



NOTICE OF VACANCY

Bracebridge Public Library

PART-TIME LIBRARY ASSISTANT: PROGRAMMER

The Library Assistant: Programmer is an energetic and customer service oriented team player who works to support programs and services for all ages with the Library. This position is responsible for providing support in the planning and facilitation of library programming including research, analysis, reports, program delivery and evaluation. Additionally, the Library Assistant: Programs & Services will perform reader's advisory duties, collection assistance, library promotion, technical support for patrons, including faxing, photocopying, etc.

CORE DUTIES AND RESPONSIBILITIES:

1. Assists with library programs, promotion, program delivery, and outreach.
2. Provides support for collection maintenance as directed.
3. Provides support on the information desk and answering basic patron inquiries, referring more in-depth inquiries to other staff, as appropriate.
4. Basic troubleshooting computer issues with public computers, printing and scanning services, personal devices (tablets, e-readers, cellular phones) before referring them on, as appropriate.
5. Preparing and maintaining library displays and book displays, as directed.
6. Demonstrates a good working knowledge of the full range of programs and services offered by the library.
7. Demonstrates effective communication with a variety of audiences and individuals from diverse backgrounds.
8. Provides assistance to library users in a manner that is warm, welcoming and respectful.
9. Assists on the circulation desk as needed
10. Assists with major library events.
11. Demonstrates a commitment to continuous improvement, self-directed training and development and adapts to change with a growth mindset.
12. Performs other duties as required to support library operations

QUALIFICATIONS REQUIRED:

1. High-school diploma required. Library related post-secondary education or experience would be considered an asset.
2. A proven ability to champion and embrace change.
3. Knowledge of and interest in services for adults and seniors.
4. A motivated and outgoing personality with a passion for helping the community with a willingness to grow and take on additional responsibilities and tasks to support library services.
5. Ability to project a positive, helpful image to the public.

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6. Ability to cooperate with other staff to ensure effective and efficient delivery of library service.
7. Excellent interpersonal skills including the ability to work effectively in a team environment.
8. Possess the physical ability to perform the essential duties of the job.
9. Ability to provide an acceptable current criminal reference check.

PHYSICAL DEMANDS AND WORKING CONDITIONS:

1. Physical: Requirement for sufficient physical ability and mobility to work in an office setting and in a field environment; to sit for prolonged periods of time; to routinely lift and move shipments in boxes up to 20 kg.; to operate office equipment requiring repetitive hand movement and fine coordination including use of a computer keyboard; to assemble minor furniture acquisitions.
2. Environment: Work is conducted in an office environment with some exposure to criticism from the public; close proximity to staff-used printer/fax/copier; frequent exposure to paper fibers and dust.
3. Requirement to juggle priorities, meet deadlines, verbally communicate to exchange information, deal with constant interruptions and changing demands during the course of a working day.
4. Work outside normal working hours may be required occasionally.

HOURS OF WORK: Part-time up to 28 hours per week. Evening and weekends will be required.

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 kg and have the ability to follow procedures with accuracy and speed. This position will include shift work plus coverage for vacations and sick times. Occupational Health and Safety awareness training from the Ministry of Labour and WHMIS training will be required. Details for completing both these programs at no cost will be provided to the successful candidate at time of hire.

Compensation: \$24.12 - \$28.12 per hour, commensurate with education & experience.

Occupational Health and Safety awareness training from the Ministry of Labour and WHMIS training will be required. A current criminal record check, with vulnerable sector clearance will also be required for the successful candidate.

Proposed Start date: Mid-July – Early August 2024.



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Please submit your **cover letter and resume** to:

Bracebridge Library
94 Manitoba Street
Bracebridge, Ontario P1L 2B5
Attention: Crystal Bergstrom, CEO & Chief Librarian
E-Mail: careers@bracebridgelibrary.ca

Review of resumes will begin on **April 15th, 2024**. Positions will remain open until filled.

We thank all who apply, however, only those candidates selected for an interview will be contacted. **No phone calls please.** 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 Library is an Equal Opportunity Employer and is committed to meeting its obligations under the Ontario Human Rights Code and the Accessibility for Ontarians with Disabilities Act. Questions regarding collection of information or accommodation should be directed to the Library CEO at 705-675-4171.