



# NOTICE OF VACANCY

Bracebridge Library

## PART-TIME LIBRARY PAGE (STUDENT)

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Reporting to the Technical Services Coordinator, the Page is someone who is able to thrive in a rapidly changing environment and has great attention to detail. This includes maintenance of the Library's collections and providing support to ensure high levels of customer service. Evening & weekend work is required.

### Duties & Responsibilities

- Responsible for the shelving of library materials.
- Assessing the use of the collection including shifting it for better use and weeding materials based on condition and use as guided by Library staff
- Identifies and withdraws materials in need of repair and passes these items on to the Technical Services Coordinator.
- Provides informal instruction and assistance to build skills of library users, including the use of self-check equipment & library catalogues.
- Performs other duties as required to support library operations including assisting with programming and on the information and circulation desks as needed.

### What do you need to bring to this position?

- 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.
- Ability to learn an automated library system and familiarity with computer software and the Internet.
- Ability to sort items alphabetically and numerically with accuracy.
- Ability to work independently with little supervision and to project a positive, helpful image to the public.
- Ability to cooperate with other staff to ensure effective and efficient delivery of library service.
- Physical requirements: This position will include periods of frequent standing, bending, lifting and moving library book carts of materials.

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:** \$15.50 per hour.

This is a permanent part-time position. Hours are flexible and will include evenings/weekends. Typical number of hours per week may range from 3-7.

**Date Posted:** December 5<sup>th</sup>, 2022

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: [crystal.bergstrom@bracebridgelibrary.ca](mailto:crystal.bergstrom@bracebridgelibrary.ca)

Review of resumes will begin on **December 12<sup>th</sup>, 2022**. Position 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.

**Date Posted: December 5<sup>th</sup>, 2022**