



**Job Posting: #2023-11**

**Job Title: Library Services Assistant – Children & Youth**

Department: Library Services

Reports To: Children & Youth Coordinator

Status: Seasonal

Duration: May 23, 2023 to August 26, 2023

Hours per Week: Up to 30 hours

Hourly Rate: \$15.90 to \$18.41

Number of Positions: 1

**Application Due Date: Friday, February 10, 2023**

### Position Summary

This position provides a variety of support functions to the bibliographic and public services of the library. This position is also responsible for assisting in the planning and delivery of library programs for children and youth.

### Role Specific Duties and Responsibilities

1. Organizing and assisting with summer activities and programs.
2. Assist with collection development and maintenance of library materials.
3. Assist with the advertising and promotion of library services and programs.
4. Assist with the daily operations of the library, including handling cash, shelving materials, and assisting customers.
5. Represent the Library with customers, and community groups/associations.

### General Duties and Accountabilities

1. Provides and maintains a high degree of confidentiality and security of information at all times.
2. Work in compliance with the Occupational Health and Safety Act, and other applicable legislation, department policies/procedures/practices, operational guidelines, and perform safe work practices.
3. Perform other duties as may be assigned in accordance with department and corporate objectives.

### Education, Skills and Experience

1. Volunteer time in a Library or cultural related discipline would be an asset.
2. Possess strong customer service experience and experience dealing with the public.
3. Experience with handling cash.
4. Knowledge of Microsoft Windows and Office applications, and office equipment
5. Strong communication (written, oral and interpersonal), organizational, public relations and customer service, flexibility, ingenuity, and time management skills.



6. Ability to multi-task, to work with interruptions, be flexible, and work well under the pressure of a deadline.
7. Ability to interact and deal effectively and courteously with all levels of staff and the general public.

#### Physical Demands and Working Conditions

- Physical demand requires considerable sitting and computer usage. Working conditions are in a standard office environment. Some lifting required to a maximum of 35 lbs.
- Normal hours of work are 32 hours per week including evenings and weekends.

#### Contacts and Interactions

- Communicates regularly with the general public, municipal staff and community groups.

#### Applicant Information

Interested qualified applicants are invited to forward their cover letter and resume **in a pdf format** quoting Job #2023-11 by Friday, February 10, 2023 to:

[jobs@meaford.ca](mailto:jobs@meaford.ca)

Attention: Human Resources

The Municipality of Meaford is committed to providing a barrier-free workplace. If accommodation is required during the selection or interview process, it will be available upon request.

We thank all applicants for their interest, however only those selected for an interview will be contacted.

Personal Information is collected under the authority of the Municipal Act for the purpose of candidate selection, and all information will be stored and used in accordance with the Municipal Freedom of Information and Protection of Privacy Act. For further information about this data collection, please contact [jobs@meaford.ca](mailto:jobs@meaford.ca).