



**STUDENT PAGE POSITION AVAILABLE
CIRCULATION DEPARTMENT**

The successful candidate will work in the Circulation Department 2-12 hours per week. Hours of work will include weekday evenings (4-8 pm Monday-Thursday; 4-6 Friday) and weekends. Some Sunday afternoons September-April required.

Duties include:

- sorting and organizing library materials
- assisting at the Check-out Desk
- shelving and straightening library materials
- answering the phone as required

Qualifications

- high school student
- ability to provide effective customer service
- hard-working and reliable
- safety conscious
- ability to contribute positively and to work effectively within a team environment
- enthusiastic and eager to learn

Wage: \$13.15/hour to start

Deadline to apply: by July 12, 2019

Please submit cover letter and resume to:

Meagan Wilkinson, Head of Circulation Services
Orillia Public Library
36 Mississauga St W
Orillia, ON L3V 3A6

mwilkinson@orilliapubliclibrary.ca
705 325-7021

Please note that only those candidates selected for an interview will be contacted.

The Orillia Public Library is an equal opportunity employer. Accommodations are available for all parts of the recruitment process. If contacted for an interview, please advise the Library's Administrative Assistant at 705 325-2338 of any measures you feel you need to enable you to be assessed in a fair and equitable manner. Information received relating to accommodation will be addressed confidentially.

This information is being collected under the authority of the Public Libraries Act, R.S.O. 1990, c. P.44, in order to identify potential candidates for job competitions. For more information please contact:
Suzanne Campbell, Library Chief Chief Executive Officer, 705 325-2573.

