



INFORMATION SERVICES STUDENT SHELVER POSITION AVAILABLE

Position Summary:

The Orillia Public Library is seeking a responsible, detail-oriented student to fill a position in the Information Services Department. The successful candidate will work approximately 16 hours biweekly. Hours of work will include weekday evenings from 4-8 p.m. and possible weekend relief.

Summary of Duties:

- Shelving and straightening of library materials
- Assisting with projects and special events
- Other duties as required

Qualifications/Requirements:

- High school student
- Hard working and reliable
- Available evenings and weekends

Salary: \$15.60/per hour to start

Deadline to apply: Tuesday, September 3rd, 2024

To apply, please submit a cover letter and resume to:

Kelli Absalom, Director of Information Services
Orillia Public Library
36 Mississaga Street West
Orillia, ON L3V 3A6

E-mail: kabsalom@orilliapubliclibrary.ca

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 measures 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 Meagan Wilkinson, Library Acting Chief Executive Officer at 705-325-2338.