



## Reference Desk Relief Contract Position

### Position Summary:

The Orillia Public Library is seeking an energetic and enthusiastic individual to fill a Relief Reference Desk position. The successful candidate must be available to work daytime, evenings, and weekends. This position is on an on-call, as needed basis, throughout the year.

### Duties may include:

- Providing reader's advisory and reference service.
- Interacting positively with people of all ages.
- Keeping informed of bestsellers, award winners, and national programs promoting literature.
- Answering questions about library services and programs.
- Maintaining knowledge of computer programs and eResources.
- Locating and reserving materials.
- Helping sustain an environment for connection, learning, and sharing information.
- Other duties as required.

### Qualifications/Requirements:

- Library Technician's diploma or bachelor's degree.
- Exceptional customer service, mature judgment, and strong problem solving and interpersonal skills.
- Excellent organizational and time management skills. Able to function well in a busy environment and work with minimal supervision.
- Ability to provide general reference and readers' advisory service.
- Working knowledge of computers and devices (e.g. printers, tablets, eReaders) and commonly used software such as Microsoft Office, Google Chrome, and Windows.
- Comfortable using OPL's digital collections and services.
- Library experience is an asset.

### Appointment Details:

**Hours:** This is a contract position working on a casual/on-call basis with no guarantee of hours. Ability to work evening and weekend shifts is required (including Sunday shifts from September to April). Casual relief staff may be required to fill a shift with little notice.

**Salary:** \$23.84 – \$27.89

**Duration:** One-year contract

### Application Deadline:

Open until filled.

**To apply, please send a covering letter and resume to:**

Kelli Absalom, Director of Information Services  
Orillia Public Library  
36 Mississaga Street West  
Orillia, ON L3V 3A4  
E-mail: [kabsalom@orilliapubliclibrary.ca](mailto:kabsalom@orilliapubliclibrary.ca)

**Only those selected for an interview will be contacted.**

The Library will require a current Vulnerable Sector Screening from the successful applicant as a condition of employment. We thank all those who apply but advise that only those applicants 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 Chief Executive Officer at 705 325-2338.