

**WOODSTOCK PUBLIC LIBRARY
INTERNAL/EXTERNAL JOB POSTING 2024-12**

**Page: Part-time (Temporary, up to 4 months)
To commence January, 2025**

DATE: December 16, 2024

CLASSIFICATION: Page

JOB TITLE: Page

HOURS OF WORK: Not to exceed twenty four (24) hours per week
Schedule is subject to change and is not negotiable.
May include evenings, Saturdays and Sundays

QUALIFICATIONS:

1. Some Secondary School education

NATURE OF POSITION:

1. Shelves books and other materials in library collections such as DVDs, books, periodicals, microforms, newspapers, etc.
2. Examines shelved materials to ensure that all items are in their proper location and arranged in an orderly manner and makes adjustments to materials to achieve these conditions.
3. Performs the functions necessary for the circulation of library materials, such as check-out, placing of holds, renewals, collection of fees and related tasks for short periods of time.
4. Assists in opening and closing library routines by notifying public of closing, locking doors, turning on and off lights and equipment, rearranging chairs and related tasks. Cleans materials in library collections when required.
5. Attends departmental staff meetings.
6. Provides directional information in response to requests from the public.
7. Retrieves material in library collections from stacks and non-public areas.
8. Prepares craft materials for programs.
9. Performs other related duties as assigned.

WORKING CONDITIONS:

Usual office environment. Frequent contact with the public. Moderate physical effort required including handling of materials of moderate weight, pushing and pulling of carts, lifting and moving books and other similar tasks.

SALARY RATE AND RANGE: \$16.37/hr-\$17.20/hr (2023 rates)

APPLICATION DEADLINE: 4:00 pm, January 3, 2025

This is a bargaining unit position CUPE Local 1146-Library Unit. Library Unit employees will first be given consideration for this vacancy followed by other applicants.

Interested persons are requested to submit a cover letter and resume to:

Lori Peixoto
Administrative Assistant
Woodstock Public Library
445 Hunter Street
Woodstock ON N4S 4G7
lpeixoto@mywpl.ca

Personal information is collected in accordance with the Municipal Freedom of Information and Protection of Personal Privacy Act.

The Woodstock Public Library Board is an Equal Employment Opportunity Employer. Accommodations are available for all parts of the recruitment process. Applicants need to make their needs known in advance.