

# **JOB OPPORTUNITY**

## **Internal/External Posting**

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Part-time Position

#### **Position Summary:**

Reporting to the Deputy Chief Librarian, Pages are responsible for the accurate and efficient shelving of returned materials and the ongoing organization and maintenance of library shelves. This position supports the Library's mission to inspire lifelong learning by providing support and resources to enrich and connect our community.

#### **Duties and Responsibilities:**

##### **1. Shelving (80%)**

- 1.1 Shelf materials in public areas according to Dewey Decimal or local classification systems
- 1.2 Organize and maintain shelves in proper sequence to ensure accuracy and accessibility to materials.
- 1.3 Shift collections as needed
- 1.4 Track shelving using page log forms
- 1.5 Regular shelf reading
- 1.6 Straighten items on shelves

##### **2. Customer Service (10%)**

- 2.1 Assist library patrons by answering directional questions and referring patrons to the appropriate service point or staff member for reference or readers' advisory questions
- 2.2 Staff the summer reading desk at points during July and August; interact with children about books they have read, assist with prize giveaways as appropriate
- 2.3 Assist with library programs and special events such as Family Literacy Day and Comic Book Day, and outreach at community events

##### **3. Support Duties (10%)**

- 3.1 Deliver mail to the post office
- 3.2 Assist with craft preparation for children's programs
- 3.3 Fill library displays
- 3.4 Move furniture for library programs and count attendees
- 3.5 Support the vegetable garden and seed library

#### **Knowledge/Skills/Abilities:**

- Excellent interpersonal, and communication skills
- A high level of attention to detail
- Hard-working, reliable, energetic
- Able to perform work of a physical nature
- Able to score well on a shelving test

Applicants must be at least 14 years old

#### **Special Conditions**

A brief shelving test will be required of those selected for an interview.

#### **Terms of Appointment:**

Position to commence: September, 2024

7 - 12 hours/week @ \$ 17.30/hour. Shifts include evenings and weekends.

**To Apply:**

Interested applicants should submit a resume and cover letter by 5:00 pm on Tuesday, August 6.

Ryan Waldron, Deputy Chief Librarian  
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The Grimsby Public Library is an equal opportunity employer committed to inclusive, barrier-free recruitment and selection processes and work environments. We will accommodate the needs of applicants under the Human Rights Code and Accessibility for Ontarians with Disabilities Act (AODA) throughout all stages of the recruitment process. Please advise the Library to ensure your accessibility needs are accommodated throughout the process.

***We thank all applicants for their interest;  
However, only those being considered for an interview will be contacted.***