Welland Public Library
Library Page (Contract)

The Welland Public Library is accepting applications for a casual part-time Library Page to shelve library materials and maintain the organization and tidiness of library collections. This is a contract position until August 17, 2017 with the possibility of renewal.

Duties include but are not limited to:
- Shelve library materials
- Shelf read to maintain order and the appearance of the collection
- Follow established routines
- Identify library materials in need of cleaning and/or repair
- Work accurately and effectively under direct supervision
- Cooperate as a team member with other library staff in performing any duties essential to the achievement of efficient and effective library service

Education, Training and Experience:
- Must be currently enrolled in or have completed a secondary school educational program

Qualifications:
- Must be at least 14 years age at time of application
- Willingness to learn
- Demonstrated ability to alphabetize and order materials sequentially as appropriate
- Ability to follow established routines with accuracy and attention to detail
- Able to work and interact positively and effectively in a team environment
- Good listening, organization and communication skills
- Available to work flexible hours including daytime (after school), evenings and weekends
- Interest in libraries or library/work an asset

Hourly Wage:
- $10.70 (Under 18 years of age)
- $11.40 (18 years of age and over)

Interested candidates are asked to submit a cover letter and resume in Word or PDF format indicating how they meet the qualifications by 4 pm Friday October 14, 2016 to:

Conor Echlin
Coordinator of Reference and Information Services
Welland Public Library
50 The Boardwalk
Welland, ON L3B 6J1
cechlin@wellandlibrary.ca

A Criminal Record check, including Vulnerable Sector Screening, is a condition of employment for candidates 18 years of age and older. We thank all candidates for their interest, but only those selected for interviews will be contacted.

Pursuant to AODA requirements, accommodations for disabilities are available to job applicants who are invited to participate in an interview and who request individual accommodation during the recruitment process.

*Personal information contained in applications will be used for recruitment purposes and collected as per Municipal Freedom of Information and Protection of Privacy Act.*