

Branch Programmer with Circulation Duties Permanent Part-time – Nobleton Branch

King Township Public Library (KTPL) serves a vibrant community of 26,000 residents through our multi-branch system. As part of the GTA, King residents are drawn to its rural lifestyle, village atmosphere and high quality of life. The staff and library system enjoy the strong support of the community.

Position Summary:

Working under the direction of the Manager of Community Outreach & Marketing, the Branch Programmer with Circulation Duties prepares and delivers a wide-range of programming for users of all ages at the branch, with an emphasis on early literacy for children ages 5 and under. This position will also have a role in public service and support duties which promote a welcoming and inviting library environment and that meet the strategic direction set forth by the KTPL Board. This includes, but is not limited to, the provision of public service, circulation and collection maintenance duties, and representing the Library at various venues for community events.

Qualifications:

- Secondary school diploma or equivalent
- Early Childhood Education or equivalent preferred
- 2 years' experience in a library environment and/or working with children
- Familiarity with integrated library systems an asset
- Demonstrated expertise in customer service
- Strong presentation, written and oral communication skills
- Fluent in English (verbal, writing and reading)
- Proficient with Microsoft Office and experience with online searching
- Works as a team player, contributing to the overall success of the library and exhibits a learning and growth mindset
- Proof of valid Ontario Driver's License, up-to-date insurance and reliable transportation is a must
- Able to work flexible hours, including evenings and weekends, at ALL branches within the library system
- Successful candidate will be required to produce a current Vulnerable Sector Check
- Minimum physical requirements: able to lift 30 pounds, bend, reach, and stretch

Hours of Work: An average of 18 hours a week, including evenings and weekends

Salary Range: \$24.98

Application Deadline: November 18, 2021

Interested applicants are invited to submit a cover letter and resume to:

recruitment@kinglibrary.ca

We thank all who apply but only those selected for an interview will be contacted.

We are an Equal Opportunity Employer. In accordance with the Accessibility for Ontarians with Disabilities Act, 2005 and the Ontario Human Rights Code, the King Township Public Library will provide accommodations throughout the recruitment, selection and/or assessment process to applicants with disabilities. If selected to participate in recruitment, selection and/or assessment process, please inform the library staff of the nature of any accommodation(s) that you may require in respect of any materials or processes used to ensure your equal participation.

