

## EMPLOYMENT OPPORTUNITY

### Circulation Assistant (Contract Part-time)

Duration: approx. 9 months, ending June 30<sup>th</sup>, 2023

King Township Public Library is now recruiting Circulation Assistants for our branches in King City, Nobleton and Schomberg.

#### Job Summary

Working under the direction of the Branch Services Coordinator, this position primarily provides front-line service and collection maintenance support, promoting a welcoming and inviting library environment in a manner that meets the strategic direction set forth by the KTPL Board. On occasion, there may be opportunities to support other public service functions, both in the library and out in the community.

The successful candidates must be able to commit to the following weekly schedule at one of our three branches (to be assigned – King City, Nobleton or Schomberg):

*Tuesday / Wednesday / Thursday 3:00pm-8:00pm*

*Saturday 10:00am-5:00pm*

#### Qualification

- Secondary school diploma or equivalent preferred, completion of Grade 11 at minimum
- Experience in customer service
- Experience in a library and familiarity with integrated library systems, public service or retail environment is considered an asset
- Strong oral communication skills
- Fluent in English (verbal, writing and reading)
- Experience working with computers and comfortable learning new technology
- Works as a team player, contributing to the overall success of the library
- Reliable transportation is a must – minimal or no public transit service available depending on branch
- Able to work flexible hours, including evenings and weekends (both Saturday and Sunday) at assigned branch
- Minimum physical requirements: able to lift 30 pounds, bend, reach, and stretch

**Compensation: \$19.00/hour**

**Hours of Work: 21 hours/week**

**Application Deadline: November 11, 2022 by 12:00 p.m.**

Please e-mail your cover letter and resume, indicating which of the three branches you are able to work at 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.*

