

Join us as our new occasional library clerk!

Are you interested in?

Providing excellent customer service to all patrons visiting the library;

Providing assistance with technology and information-seeking;

Assisting patrons in our lending services; and

Welcoming patrons to library programs and outreach engagements.

Do you have?

Welcoming and friendly customer service skills;

Knowledge and experience using technology such as: computer software, iPads, smart phones, and on-line library systems;

Effective verbal and written communication skills;

The ability to work independently and in a team environment;

The ability to work part-time Saturdays during the summer and on an on-call, as needed, temporary basis throughout the year

Candidates are requested to submit a detailed resume outlining experience and qualifications by March 28, 2024 at noon to library@wollaston.ca

A copy of the Job Description can be found on our website at: <http://wollastonpubliclibrary.ca/>

No phone calls please.

The Wollaston Public Library will provide accommodation to applicants with disabilities in its recruitment processes upon request consistent with the Ontario Human Rights Code and the AODA regulations. Applicants for employment, who have been provided with a conditional offer of employment will be asked to provide, at his or her own expense, a satisfactory Police Vulnerable Sector Check and/or Police Information Check, as applicable.

While we appreciate all applications received, only those invited for an interview will be acknowledged. Any personal information submitted will be managed in accordance with the requirements of the Municipal Freedom of Information and Protection of Privacy Act and will be used only to determine eligibility for employment.

We are an equal opportunity employer.