



Whitby Public Library
doorway to discovery

Children's and Adult Fiction Assistant

12-month contract

The Whitby Public Library is currently seeking a highly motivated and energetic individual to fill a 12-month contract position of **Children's and Adult Fiction Assistant** at our Central Library.

This position offers the opportunity to work within a collaborative work environment in a growing and successful library system. Reporting to the Manager, Children's and Adult Fiction, the successful candidate for this 21-hour per week position is passionate about providing excellent customer service and creating meaningful connections with our customers.

SALARY AND CONDITIONS OF WORK:

- Starting rate: \$28.04/hr
- OMERS pension plan
- Eligible for benefits after a successful probationary period. Competitive benefits, including health and dental
- Part-time, CUPE-affiliated, 21 hours per week
- May work up to two evenings per week, and up to two weekends in four
- 12-month contract

You possess excellent interpersonal and customer service skills with the ability to provide a high level of readers' advisory and reference service to a wide range of users in a busy automated environment. Your creative problem solving and troubleshooting skills enable you to take the initiative in handling diverse interactions, questions, or situations. You possess strong technological skills, paired with a willingness to learn new technologies, allowing you to assist our customers. You are dedicated to continuous learning and staying abreast of library programming trends, including the incorporation of technology into library programming.

The ideal candidate will have a post-secondary degree or library technician diploma, and have experience providing children's and adult programming. You will possess excellent communication and organizational skills, as well as enjoy working in a constantly evolving environment. You must be a self-starter with the ability to multitask and adapt to changing priorities. You must be available to work flexible hours, including evenings and weekends.

Experience in project management, providing outreach services and a background in programming, particularly French programs for pre-school and school aged children, is an asset.

For your safety and the safety of others, you will be required to demonstrate in writing, from an Ontario Ministry of Health authorized site, that you are fully vaccinated for COVID-19 as of your hire date. Vaccination requirements are subject to bona fide medical and/or human rights exemptions. Any request for an exemption will be reviewed on a case-by-case basis, as per our COVID-19 Vaccine Policy, and would be subject to the Library's accommodation process.

Please mail or e-mail your detailed confidential cover letter and resume, indicating education, experience, and which position you are applying for no later than **Thursday, February 15, 2024**, to:

Whitby Public Library
Corporate Services Department
405 Dundas Street West
Whitby, ON L1N 6A1
E-MAIL: jobs@whitbylibrary.ca

The Whitby Public Library is an equal opportunity employer. We value diversity in our workforce and are committed to attracting and retaining individuals who will work together effectively to meet the needs of the community. We are committed to providing inclusive, barrier-free recruitment selection processes and work environments.

Please advise Corporate Services of any accommodations needed to ensure your access to a fair and equitable process. Any information received relating to accommodation will be addressed confidentially.

Acknowledgement will only be forwarded to those applicants who are invited for an interview.

Personal information provided is collected under the authority of The Municipal Act.