

<b>JOB TITLE:</b>	<b>Library Assistant</b>
<b>HOURS OF WORK:</b>	<b>30 hours per week</b>
<b>RATE OF PAY:</b>	<b>\$14.25 per hour</b>
<b>APPLICATION DUE DATE:</b>	<b>May 31, 2019</b>
<b>START &amp; END DATE:</b>	<b>June 17 – August 16, 2019</b>

### **POSITION SUMMARY**

### **QUALIFICATIONS**

- High school graduation diploma or equivalent.
- Proven excellence in customer service.
- Experience with computers and automated systems, WordPress knowledge an asset.
- Aptitude for organization with attention to detail and accuracy; maintains confidentiality.
- Displays excellent interpersonal and team-oriented workplace skills.

### **RESPONSIBILITIES**

#### **Customer Service:**

- Responsible for customer service functions by responding first to customers at the circulation desk and on the telephone.
- Completes circulation and other clerical duties as required
- Responds to general, procedural, directional and readers' advisory questions or directs customers to the appropriate person
- Cooperates as a team member in performing tasks essential to the achievement of efficient and effective service to library customers
- Other duties as assigned

**Communication:**

- Interact verbally with children, youth, parents, adults and seniors at circulation desk.
- Contact library members by phone or email.
- Maintain regular contact with supervisor for scheduling, etc.

**Digital:**

- With supervision, develop and maintain a tourism page on the library website, using Wordpress.
- Post to social media and website to promote library services.

**WORKING CONDITIONS**

- General office working conditions
- Dealing with the general public
- Position requires lifting 15 lbs
- May be required to work evenings and weekends

To apply, please email Vicki Stevenson at [vstevenson@rideaulakeslibrary.ca](mailto:vstevenson@rideaulakeslibrary.ca) before 12:00 p.m. on Friday May 31, 2019.

The Rideau Lakes Public Library is an equal opportunity employer committed to diversity and inclusion. We encourage qualified applicants to apply and will accommodate the needs to qualify applicants under the Human Rights Code in all parts of the hiring process. Alternative formats of this document are available upon request. Please contact call 613-359-5334 to request an alternate format.

Thank you for your interest in this position. Please note that we will only contact those candidates chosen for an interview.