



EMPLOYMENT OPPORTUNITY

Career Opportunity: **Halton Hills Public Library**
 Library Aide – Community Engagement
 Three (3) Permanent Part-Time Positions
 Job Number: 202308

The Town of Halton Hills proudly acknowledges that we are located on the Treaty Lands and Territory of the Mississauga of the Credit. Halton Hills, located 45 minutes from Toronto, is a unique and vibrant community with over 61,000 people and two well-established library branches. HHPL welcomes more than 250,000 visitors annually and more than 500,000 website visitors. We empower our patrons to learn, read, create, innovate, and experience at our library. We strive to remove barriers and to foster an atmosphere of learning, support, understanding and inclusion. We employ over 35 professionally-trained library staff, who go above and beyond to provide stellar service to our patrons and deliver high-quality programs and relevant events. If this excites you, we'd love to continue the conversation.

Position Summary

The Halton Hills Public Library is seeking energetic and customer service-oriented team players to work as part of the library's Community Engagement Team. The incumbents will shelve items, maintain order in the public collection, assist with box office ticket sales, provide assistance at Service Desks (e.g., checking in and out materials), and perform other clerical duties as assigned.

These positions will work out of the Georgetown and Acton Branches and report to the Supervisor.

Position Responsibilities

These responsibilities indicate the general nature and level of work expected. It is not designed to cover or contain a comprehensive listing of activities, duties, or responsibilities required by the incumbent. The incumbent may be asked to perform other duties as required and as the nature of library services evolve.

- Sort and shelve library material
- Shelf-read library material to ensure correct alphabetical or numerical order
- Assist with box office ticket sales
- Assist at the service desk

- Provide limited assistance to library users, demonstrate use of the catalogue and self-check-out option, and answer directional questions
- Empty the book drop and check-in material
- Perform general clerical duties

Qualifications

Essential

- Minimum Secondary School Diploma or equivalent
- Ability to follow directions
- Ability to interact pleasantly and courteously with library users and staff and promote a pleasant workplace
- Ability to communicate effectively
- Ability to bend and reach upper and lower shelves of the collection
- Available to work days, evenings, and weekends in both Acton and Georgetown Branches

Desirable

- Equivalent of one year's experience working in a customer service environment with people of all ages
- Demonstrated ability to work effectively with all age groups in a busy environment with minimum supervision
- Working knowledge of computers
- Experience in handling cash/credit sales

Hours: Approximately 12 hours per week
Includes days, evenings, and weekends in both Acton and Georgetown Branches

Salary: \$17.80 per hour

Application Deadline: May 23, 2023

Start Date: June 2023

To Apply:

Qualified candidates may submit a detailed cover letter and resume in confidence to the library by 5:00 p.m. on May 23, 2023. Those candidates offered an interview will be required to provide the names and contact information of two references at that time.

Please identify the title of the position and the job number that you are applying for in your cover letter and on the Resume Submission Portal where indicated.

Please apply using only **one** method of application below.

Online: Résumé Submission Portal: www.hhpl.ca/ResumePortal (preferred)

Mail:

Lori Mazza Brenton, Executive Assistant
Halton Hills Public Library
9 Church Street
Georgetown, Ontario
L7G 2A3

RE: Library Aide, Community Engagement

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

The Halton Hills Public Library is an equal opportunity employer. Accommodations are available for all parts of the recruitment process. If contacted for an interview, please advise the Library's Executive Assistant at 905-873-2681 Ext. 2523 of any measures you feel you need to enable you to be assessed in a fair and equitable manner. Information received relating to accommodation measures will be addressed confidentially.