



Innisfil Public Library Board
invites applications for a
STUDENT SHELVING ASSISTANT:
Cookstown Branch

Qualifications:

High school student with a B+ average or higher
Excellent communication skills
Ability to work as part of a team

Position Description:

Student Shelving Assistants play an important role in the function of the Library. Their primary job is to shelve materials in accordance with the Library's organizational systems, including the Dewey Decimal System. Other duties may include sorting materials, assisting with closing procedures, tidying the Branch, and monitoring and reporting concerns within the facility.

Work Conditions:

Job requires close attention to detail, involves lifting, carrying, standing for prolonged periods, and repetitious movements.

The amount of hours will typically range from 5-10 per week. The successful applicant must be able to work evening and weekend shifts.

Deadline: Tue. Oct. 10, 2022

Please email resumes to: jobs@innisfilidealab.ca

Subject line to read: Cookstown-Shelving Assistant

We thank all applicants for their interest, however, only those candidates invited for an interview will be acknowledged. Personal information contained in your resume is collected under the authority of the Municipal Freedom of Information and Protection of Privacy Act and will be used strictly for employment assessment purposes.

The Innisfil Public Library encourages employment opportunities to be available to all persons on the basis of applicable skills and qualifications. Accommodations for disabilities will be provided, on request, to support candidate participation in all aspects of the recruitment process. To request accommodation please contact the Deputy Chief Librarian.