



**Job Opportunity for a
LIBRARY SERVICES ASSISTANT SIX-MONTH CONTRACT
25 hours per week
Innisfil ideaLAB & Library, Innisfil Ontario**

OUR ENVIRONMENT

Innisfil ideaLAB & Library is a dynamic, innovative, community hub providing opportunities for learning, discovery, gathering and fun for all Innisfil residents. We offer a friendly and collaborative work environment with room for growth, and a range of training and development opportunities.

Our Staff are our greatest resource and it's their ideas, skills, and initiative that push us forward to provide outstanding services to our community. We thrive on a challenge, and are prepared to be responsive to the changing needs of residents, and prioritize community building and creativity while continuing to deliver a high standard of fundamental library services.

OUR TEAM

We are looking for team members who are excited about learning, inspire the people around them, and can thrive in a technologically evolving environment. Our warm and friendly staff are passionate about helping our community and supporting the residents of Innisfil beyond traditional library boundaries.

The Library Services Team works closely with one another to ensure the smooth delivery of in-person and remote information services, as well as explaining and promoting Library programmes and services to members of the public. They are our main point of contact with the public and develop strong relationships with many individuals.

POSITION DESCRIPTION

The Library Services Assistant provides information services, including readers' advisory, and performs duties related to the circulation of materials.

What Library Assistants Do

- Assist the public with:
 - Account-related needs, such as registration, fee payments, renewals, check outs
 - Any and all information inquiries, including: lifelong learning, research, school-related projects, language learning, referrals to government services
 - Using our Digital Library resources, catalogue, and online account
 - Technology skills through one-on-one assistance
 - Finding a good book suited to their reading level, interests and needs

- Material handling
 - Check-ins
 - Follow-up on damaged and lost items
 - Pulling items for holds
 - Collections maintenance support
- Acts as a Subject/Genre Specialist, including the following:
 - Creation of book lists and social media content
 - Merchandising displays
 - Provides readers' advisory support for other staff
- Proactively enforces the Rules of Conduct Policy
- Ensures spaces are welcoming and engaging
- Actively assists with the Library's Monarch Butterfly Rearing program
- Supports other Library Teams, including Programming and Creative Making and Discovery
 - Registers people for programs and instructs them on how to register online
 - Informs people about programs, and hackLAB and mediaLAB services

Who We're Looking For

- Cares about people and passionate about Library service
- Loves to learn and read, has a strong knowledge of different genres
- Has strong basic tech skills including: searching databases, social media, email
- Excellent problem solving skills, flexible and adaptable
- Experience in a library and customer service role is an asset
- Post-secondary diploma or degree
- Available for a variety of shifts, including evenings and weekends
- Able to work at all four Library Branches

Pay Rate: \$24.12 per hour

Closing Date: Wednesday, September 27

Please email resumes to:

Email: jobs@innisfilidealab.ca
 Subject line to read: LSA Application

Note:

The Innisfil ideaLAB & Library encourages employment opportunities to be available to all persons based on 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 describe the requirements in your email and we will be in touch to confirm the details if you are offered an interview.

We thank all applicants for their interest; however, only those candidates invited for an interview will be contacted. 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.