



Employment Opportunity

Page – Part-time, Term (Renewable)

Status: Part-time, term, with opportunity to renew annually | **Hours:** evenings, weekends
Wage: \$14.00/hour | **Start Date:** TBA

Position Summary

The Brockville Public Library (BPL) employs individuals to maintain the Library shelves and assist with customer service and service delivery duties.

Responsibilities

The individual is a customer service champion first and foremost; in addition:

- Shelves library materials and ensures that items on the shelf are tidy and in proper order
- Performs various housekeeping tasks such as dusting shelves, tidying library areas, etc.
- Assists with basic customer service delivery including answering the telephone
- Assists library staff in the closing the library
- Delivers daily mail to the post office
- Performs other duties as assigned

Eligibility and Required Skills

- Candidates must be 14 years-old or older
- Completion of Grade 8
- Evidence of volunteer experience
- Demonstrated basic computer skills
- Demonstrated knowledge of the Dewey Decimal System
- Possesses excellent organizational skills; maintains confidentiality
- Displays an aptitude for customer service.
- Displays excellent interpersonal and team-oriented workplace skills.

Working Conditions

1. General office working conditions.
2. Interaction with the general public.
3. Defined base hours per week; evening and weekend service shifts required.
4. Position requires lifting – 15lbs.

Please submit a cover letter and resume by e-mail to:

Laura Julien, Manager: Customer Experience
laura@brockvillelibrary.ca

DEADLINE FOR APPLICATIONS: April 19th, 2019 by 5pm.

We thank you for your application; however, only those applicants selected for an interview will be contacted.