

JOB POSTING

Full-Time Contract Positions

Job Title:	INVENTORY TEAM MEMBERS (2 positions)
Recruitment Ref #:	C2015-OP
Location:	To be determined
Rate of Pay:	\$15.00 per hour
Duration:	May 4, 2015 to August 28, 2015
Hours:	To a maximum of 35 hours per week, Monday through Friday.
Responsibilities:	Under the direction of the Librarian II – Systems, Technology & Training: (1) verify inventory of library resources in 1 to 2 locations, and (2) list and tag all furniture and equipment in up to 3 locations
Requirements:	<ul style="list-style-type: none"> • High School Diploma or equivalent. • Ability to bend, lift and carry items and stand for long periods of time. • Ability to use email and attachments. • Ability and comfort using Notebook computers and/or iPads. • Ability to follow direction as well as work independently. • Ability to communicate courteously and effectively with other staff and public. • Ability to file and retrieve items accurately using the Dewey Decimal System. • Proficiency in keyboarding and data entry required. • Must be 25 years of age or under and be continuing full-time education as of September 2015. • Must be able to work at any location of Vaughan Public Libraries.
How to Apply:	Applicants for this position must submit an up-to-date resume, accompanied by a covering letter stating the position and Recruitment Ref #C2015-OP. Incomplete submissions will not be accepted. Applications should be addressed to: The Recruitment Office, Vaughan Public Libraries, 900 Clark Avenue West, Thornhill, Ontario, L4J 8C1. Submissions will be accepted by mail, or by fax at 905-709-1530, or by email at vpl.admin@vaughan.ca
Closing date of job posting:	NO LATER THAN MONDAY, APRIL 13, 2015
For further information about this position:	Contact Yue Sun, Operations Coordinator, at 905-653-7323, extn. 4117.
Other:	<p>In order to qualify for permanent employment within any department or service location with the Vaughan Public Library Board, an applicant must not be related to any member of staff of that department or service location.</p> <p>Vaughan Public Libraries welcomes all applicants. Accommodations for interviews and assessments will be provided to qualified candidates upon request.</p>