

SUNDAY INFORMATION STAFF (Contract)

Job Summary

Duties will include all tasks related to providing reference service to the public and may include circulation, registration and orientation. This position reports to the Sunday Librarian at the Pierre Berton Resource Library, located at 4921 Rutherford Road, Woodbridge, Ontario.

Requirements

- Library Techniques Diploma, undergraduate degree, or equivalent.
- Understanding of public library services.
- Demonstrated ability to communicate courteously and effectively both written and orally.
- Demonstrated ability and enthusiasm for working with the public.
- Experience and understanding of electronic library systems and electronic information resources.
- Ability to speak languages other than French or English and relevant to the communities served is regarded as an asset.

Duration of Contract:

Every Sunday, up to and including Sunday, August 30, 2015, with the exception of:

- Sunday, April 5, 2015 (Easter Sunday)
- Sunday, May 17, 2015 (Victoria Day Sunday)
- Sunday, August 2, 2015 (Civic Holiday Sunday)

Start date is to be determined. **Please note that the successful candidate will be required to produce a copy of Vulnerable Sector Screening dated within the past 12 months on or prior to their start date.**

Hours of Work: Sunday hours are 9:30 a.m. to 5:00 p.m. (7 hours per week).

Rate of Pay: \$26.54 per hour

Closing Date of Posting: **Tuesday, January 27, 2015**

Application Procedure

Applicants for this position must submit an up-to-date resume, accompanied by a covering letter stating the position and Recruitment Reference #SUN-INFO. 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. We thank all applicants, however, only those selected for an interview will be contacted. 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.