**Employment Opportunity**

The Carleton Place Public Library is seeking an individual to fill the position of ***Library Page***.

Summary: Reporting to the Library CEO, the incumbent will be responsible for shelving returned library materials, keeping all items in order on the shelves, and providing friendly assistance to the public.

Job posting opening date: Monday, January 24, 2022
Job posting closing date: **Friday, February 04, 2022, at 12:00pm**

**Hours:** This is a permanent part-time position. Up to 8 hours/week. Saturdays and evenings required.Currently required Monday evenings, some Thursday evenings, and most Saturdays, though this is subject to change.  **Wage:** Minimum wage.

Qualification/Experience:

* To help reduce the risk of COVID-19 transmission, a mandatory workplace vaccination policy has been implemented. As a condition of hiring and continued employment, new employees shall be required to be fully vaccinated in accordance with the Town of Carleton Place Mandatory Vaccination Policy.
* Ability to communicate effectively with patrons and staff
* Ability to give friendly, helpful service to the public
* Reliable and punctual
* Computer skills including: word processing; inputting and manipulating data in an automated library system; use of library automated system circulation and public catalog functions
* Previous library experience an asset
* Must be able to handle several hours of standing, lifting, bending and repeated physical movements.
* The ability to learn the use of the Dewey classification system and other library procedures is required.
* Minimum age of 14 as per the Occupational Health and Safety Act, Industrial Regulations.

A detailed job description for this position can be accessed at [www.carletonplacelibrary.ca](http://www.carletonplacelibrary.ca)

To apply, send resume and cover letter detailing how you meet position qualifications, and quoting “Library Page” to:

**Mail**: Human Resources

Carleton Place Town Hall

175 Bridge Street

Carleton Place, ON, K7C2V8

**Email:** hr@carletonplace.ca

We thank all applicants for their interest; however only those applicants selected for an interview will be contacted. The Town of Carleton Place is an equal opportunity employer following the rules and regulations set out by the Human Rights Code. Personal information submitted will be used for the purposes of determining suitability for this competition only and in accordance with the Municipal Freedom of Information and Protection of Privacy Act. Accommodation will be provided in accordance with the Accessibility for Ontarians with Disabilities Act (AODA) upon request.