



Temagami
PUBLIC LIBRARY
BIBLIOTHÈQUE PUBLIQUE

TEMAGAMI PUBLIC LIBRARY REQUIRES

Permanent Part Time Staff and Temporary Part Time – Seasonal/Casual Staff

For:

Tuesday, Wednesday and Friday	10:30 am to 4:30 pm <u>and/or</u>
Thursday	12:00 pm to 7:00 pm <u>and/or</u> 4:00 pm to 7:00 pm <u>and/or</u>
Saturday	10:00 am to 2:00 pm

Duties include:

- Working at the circulation desk checking books in and out
- Shelving books and materials
- Collecting fines and other expenses
- Cataloging and prepping books and other library materials
- Greeting and assisting patrons
- Willingness to train and take direction

The following qualifications will be considered:

- Graduation from secondary school with diploma or GED equivalent
- Experience in customer service
- Experience with computers
- Experience and knowledge of technology devices: tablets, phones, e-readers etc.
- Ability to work with others as well as work alone
- Willingness to obtain a CPR qualifications and a Vulnerable Sector OPP police check

To explore this opportunity applicants are encouraged to submit their resumes no **later than February 15th, 2023 to:**

Temagami Public Library
7 Lakeshore Drive, P.O. Box 220
Temagami, Ontario, P0H 2H0
libraryceo@temagami.ca