

Job Opportunity - Casual Page

Perth & District Library seeks applications for a casual page.

Hours: on an as-needed basis.

A casual position at the library is an elect-to-work position. You'll be asked to cover shifts as needed due to vacation, illness, or other short-term leaves or vacancies, when regular staff are not available.

Salary range: \$16.55/hour plus \$1.10/hour in lieu of benefits (2024 rates)

Anticipated start date: immediately

About the library:

The Perth & District Union Public Library serves the Town of Perth and Townships of Drummond/North Elmsley and Tay Valley. The library is a two-story building located at 30 Herriott St, Perth, ON. The library lends books, DVDs, digital eBooks and more, provides internet access and meeting spaces, and offers activities online and in-person.

What you'll do:

- Shelve books and other library materials
- Check the shelves to make sure books and other materials are in order
- Assist with front-line customer service, such as checking in and out books
- Assist with packing loan requests and returns from other Ontario libraries
- Other tasks as assigned

What we're looking for:

- Ability to shelve items accurately by alphabetical and numerical sequence
- Ability to work independently
- Ability to interact with the public with tact and consideration
- Ability to use computers to look up information and do data entry

How to apply:

Send resume and cover letter to:

Erika Heesen, CEO, Perth & District Union Public Library
30 Herriott Street, Perth ON K7H 1T2
or by email to: ehesen@perthunionlibrary.ca

Tired of writing cover letters? We really just want to get to know more about you and why this position interests you. We are not concerned about format. Bullet points, TikToks or slideshows are also welcome.

Application deadline: 5pm, Tuesday, July 23, 2024

Any questions about the position or accessibility requests can be sent to Erika Heesen, CEO at ehesen@perthunionlibrary.ca or 613-267-1224. Perth & District Union Public Library is dedicated to employment equity.