



## **Page**

### Niagara Falls Public Library

Niagara Falls Public Library is seeking an individual for an evening and weekend Page position to assist library staff in creating an outstanding library experience.

This position provides a variety of assigned basic support services, both public and clerical, under the direction of library staff. Hours range from 8 hours per week.

Working with other members of the library staff, the Page provides assistance in the following areas of service:

- Shelving and organizing the collection items, as well as cleaning and repairs.
- Assisting in the organization of programs and events.
- Providing basic information to the public when required

The successful candidate will have a demonstrated commitment to outstanding customer service, strong attention to detail, and enthusiasm for organization. The successful candidate will also demonstrate responsibility and a strong work ethic.

### **Key Responsibilities:**

- Shelving and processing:
  - Shelves collection items.
  - Searches for and retrieves specific items from a report, e.g. weeding.
  - Provides occasional back-up circulation services as required.
  - Prepares materials for public use, e.g. programs and processing of collection items.
  - Performs basic repairs to collection items.
  - Cleans equipment.
  - Provides directional guidance to customers, and refers other inquiries to branch staff.
- General:
  - Reports service problems to branch staff.
  - Assists at the Library's programs and events.
  - Reports problems with the operation of physical plant and equipment.
  - Stays abreast of Library communications.
  - Shares accountability for ensuring a safe and respectful workplace.
  - Other duties consistent with job responsibilities.

### **Skills, Knowledge, Training:**

- Completed Grade 8 and a minimum of 14 years of age.
- Key Competencies:
  - Good communication skills
  - Organization of work
  - Good interpersonal skills

### **Workplace Environment:**

The NFPL strives to be a workplace which fosters respect for all customers and co-workers, and requires employee commitment to the following;

- Adherence to the legal requirements of all levels of government, e.g. Health and Safety, Human Rights, Harassment, Freedom of Information and Privacy.
- Adherence to the policies and procedures of the Library which implement these requirements.
- Building and nurturing positive relationships among and with customers and colleagues.
- Culture of teamwork, collaboration and respectful feedback.

### **Position Type:**

Casual, permanent

### **Wage:**

\$16.93

### **Work Hours:**

This position requires evening, and weekend availability in order to support library operations.

### **How to Apply:**

Email your cover letter and resume detailing your qualifications to [hr@nflibrary.ca](mailto:hr@nflibrary.ca)

Applications deadline is **4:30 PM Tuesday September 19, 2022.**

Applicants must be eligible to work in Canada. Police/Vulnerable Sector Check required.

While we appreciate all applicants, only those selected for an interview will be contacted.

*The Niagara Falls Public Library is committed to providing accommodations in all aspects of the recruitment and hiring process under the Ontario Human Rights Code and the Accessibility for Ontarians with Disabilities Act (AODA).*