



INTERIM LIBRARY ASSISTANT

WESTWOOD BRANCH (predominately)

Come Join Our Team! Asphodel-Norwood Public Library requires a responsible and dedicated individual to take on the role of Interim Library Assistant.

This is a temporary part-time contract position of three months duration commencing as soon as possible. The successful applicant will work 3-7 hours per week.

For a complete job description or to apply please contact:

Kris Van Luven, CEO/Librarian
Asphodel-Norwood Public Library
P.O. Box 100 Norwood, Ontario KOL 2V0
norwest@asphodelnorwood.com
705.639.2228

The position entails:

- Providing information and assistance to library patrons.
- Performing circulation duties according to set procedures.
- Maintaining library orderliness.
- Working both independently and as a member of a team.
- Handling cash transactions.
- Opening and closing the library according to set procedures.
- Working both weekends and evenings.

The successful applicant will: have proven customer service skills, have strong organizational abilities; be a self-starter; work under minimal supervision; possess excellent communication skills; be creative; have internet, computer, software & hardware skills; be a problem solver and interested in community activities.

Applicants must fit the following criteria:

- Eligible to work in Canada
- Available to work in both branches of the Asphodel-Norwood Public Library

The deadline to apply is Monday, July 23, 2018. While we appreciate all that apply only those selected for an interview will be contacted.