



# HALTON HILLS PUBLIC LIBRARY

*A World Within Our Doors*

## **EMPLOYMENT OPPORTUNITY**

**Career Opportunity:**                    **Halton Hills Public Library**  
**Library Associate – Children’s and Youth Services**  
**One (1) Part Time, Permanent position**

Are you a people-person who connects well with children and teens? Do you thrive on working in a team environment and using your creativity to bring fresh ideas to your workplace? Do you have experience working with children, teens, parents and caregivers? Do you enjoy teaching new skills to individuals? If so, the Halton Hills Public Library could be the place for you!

The Halton Hills Public Library is seeking an energetic, innovative, customer service-oriented team player with exceptional technical skills to work as part of the Library’s Children’s and Youth Services team. You will provide in-depth information service and advice on the print and non-print collection. You will also plan, promote, conduct and evaluate programs for children and teens, as well as parents and caregivers. You would be responsible for helping patrons make the greatest use of the catalogue and website, including online databases, and would also assist patrons with new technologies and devices as well as social media.

This position may work out of the Georgetown and Acton Branches, and will report to the Youth Services Librarian.

### **Position Details**

- Plan, conduct and evaluate creative, cultural, dynamic, innovative, and literacy-building programs for children and youth as well as programs on current technologies, social media, e-resources and desktop software
- Provide in depth information and readers’ advisory services to the public in person, by telephone, and electronically
- Instruct the public and staff in the use of the catalogue and the Library’s other online resources e.g. website, databases
- Instruct public and staff in the use of new technologies and social media
- Represent the Library at outside events and to community organizations (including local events, schools, community centers)
- Maintain elements of the Library’s social media presence under the direction of the Children’s Services and Youth Services Librarians
- Work with community organizations to develop mutually-beneficial programs and partnerships

- Process and maintain designated sections of the collection as needed
- Direct and monitor pages, volunteers, and summer students on tasks to be completed within department
- If so designated, act as the In-Charge Person (ICP) as required
- Perform other job related duties

## **Qualifications**

### ***Essential***

- Minimum education: Library Techniques diploma (2 years college) or equivalent which may include one of the following: Bachelor of Media Information & Technoculture; Bachelor of Media & Public Interest; Bachelor of Education with Library Additional Qualifications, or Master of Library Science
- Equivalent of two years' experience working in a similar position
- Strong customer service skills, especially in regards to children and youth
- Excellent attention to detail
- Well-developed skills in information service delivery
- Well-developed programming and presentation skills
- Strong knowledge of popular non-fiction, fiction and audio-visual titles for children and teens
- Familiarity with office software
- Knowledge of an integrated library system
- Able to accommodate a variable schedule
- Able to organize time efficiently
- Ability to interact pleasantly and courteously with the public and staff, and to promote a harmonious workplace
- Strong English written and oral communication skills.

### ***Desirable***

- An undergraduate university degree an asset
- Additional training in Library techniques or related disciplines
- Previous experience with automated Library system (e.g. Sierra)
- Valid driver's license
- Access to a vehicle

**Hours:** Approximately 20 hours per week.  
Includes evenings and weekends in both Acton and Georgetown Branches

**Salary:** \$30.60 per hour

**Application Deadline:** Friday, May 18, 2018 at 5pm

**Start Date:** June, 2018

**To Apply:**

Qualified candidates may submit a detailed cover letter, resume and the names and contact information of three references in confidence to the Library by 5:00 p.m., May 18, 2018.

**Please identify the title of the position that you are applying for in your cover letter and in the subject line of your email.**

Please apply using only **one** method of application below.

**Mail:**

Barb Elliott, Executive Assistant  
Halton Hills Public Library  
9 Church Street  
Georgetown, Ontario  
L7G 2A3  
RE: Library Associate – Children’s and Youth Services

**Email:** [barb.elliott@haltonhills.ca](mailto:barb.elliott@haltonhills.ca) (preferred)

We thank all those who apply, but advise that only those applicants selected for an interview will be contacted. The Halton Hills Public Library is an equal opportunity employer. Accommodations are available for all parts of the recruitment process. If contacted for an interview, please advise the Library’s Administrative Assistant at 905-873-2681 Ext. 2523 of any measures you feel you need to enable you to be assessed in a fair and equitable manner. Information received relating to accommodation measures will be addressed confidentially.