

Summer Part-Time Shelving Clerk

The Parry Sound Public Library is hiring a part-time shelving clerk.

Limited 8-week contract: begins July 04, 2023 ends August 26, 2022. \$16.55/hr.

Great job for a student!

Duties

- Shelving and filing
- Circulation desk duties
- Assisting with library programs
- Assisting with general library duties as assigned

Eligibility

The successful applicant will be legally authorized to work in Canada for the duration of employment and will complete a Police Vulnerable Sector Screening Check.

Qualifications

- Demonstrate an ability to work well with children and caregivers
- Communicate clearly and effectively
- Perform duties using general office equipment and computer software
- Able to follow verbal and written instructions
- Complete tasks quickly and accurately

Schedule

Tuesday to Friday, 10:00 a.m. to 6:00 p.m., occasional Saturdays 9:30 a.m. to 2:30 p.m.
28 – 33 hours per week includes evenings and weekends.
Summer contract begins July 04 and ends August 26, 2023.

Interested Applicants are invited to apply:

Applications due: Friday, June 16, 2023 at 5:00 p.m.

Send a cover letter, resume and 2 references to CEO Selena Martens at semartens@pspl.ca

We thank all applicants in advance and advise that we will contact only those who are selected for an interview.