



GRIMSBY PUBLIC LIBRARY

Job Opportunity

Internal/External Posting

Children's Programming Clerk—Permanent Part-Time

Nestled between the southern shores of Lake Ontario and the beautiful Niagara Escarpment, Grimsby is a friendly and welcoming community. The Grimsby Public Library seeks an enthusiastic and highly motivated individual to develop and deliver programs for preschool and school-aged children. Primary duties include developing and delivering baby time and story time programs, circulation, reference and readers' advisory, library promotion, technical support, and collection management.

Reports to: Deputy Chief Librarian

Hourly wage: \$23.81 – \$28.97 (2024)

Hours of Work: 9 hours per week, plus occasional Sundays. Shifts include evenings and Saturdays.

Start Date: Immediately

Qualifications:

- Post-secondary diploma/certificate in a discipline related to the position
- 1 year experience developing and delivering programming for children
- Previous experience working in a public library setting is an asset
- Customer service experience
- Proficiency with Microsoft Office
- Experience with Evergreen or another Integrated Library System (ILS) is an asset

Key Responsibilities:

- Deliver dynamic and innovative library services for children and families
- Assist with programs such as children's special events, performances, movies, book clubs, author readings, and informational programs
- Check in and check out library materials and provide reference and readers' advisory services, both in-person and over the phone

- Demonstrate excellent customer service to the public
- Provide support and instruction for users of the library's computers, printers catalogue, website, and electronic resources, including databases, apps, eBooks, and E-Audiobooks
- Promote library services and events through customer engagement
- Other duties as assigned

A valid Ontario Driver's license and access to a vehicle is required
Satisfactory Police Vulnerable Sector Screen required.

Please apply by submitting your cover letter and resume no later than Monday October 28, 2024 at 4:00 p.m. to:

Ryan Waldron, Deputy Chief Librarian
Grimsby Public Library
18 Carnegie Lane
Grimsby, ON
L3M 1Y1
Email: rwaldron@grimsbylibrary.ca

The Grimsby Public Library thanks all individuals for applying. Only selected candidates will be contacted to participate in the interview process. Otherwise, receipt of applications will not be acknowledged.

Grimsby Public Library is committed to promoting the independence, dignity, integration, and equality of opportunity of persons with disabilities by ensuring the accessibility of our facilities and services. Accommodations are available for all parts of the recruitment and selection process. Applicants need to make their required accommodations known in advance.