

Library Student Job Description

Job Title: Library Clerical Aide
Category: Summer Contract
Supervisor: Chief Executive Officer and the Assistant to the CEO
Hours: According to funding

General Statement of Responsibilities:

This summer student position will aid the library staff with the day-to-day operations of the public library as well as support our children's summer reading program in both English and French. In addition, the student will assist with the preservation of our local archives. This position will prove to enrich the student's education in public service, information, and technical services. The student will gain valuable knowledge of different types of media and literature, experience public service, learn methods of preserving historical records through our local archives and develop skills in teaching early literacy.

The student will also be included in all aspects of the library's Occupational Health and Safety program which includes the Municipality's Youth Awareness OH & S training program.

Duties and Responsibilities:

- Assist patrons with the use of library services, in both English and French, such as the online catalogue system, locating library materials, downloading e-books and audio books, accessing electronic resources and operating our public access computers
- Reshelving materials to their proper location(s) in the library.
- Assist in the reorganization of library materials by labelling, relocating, sorting/filing, etc.
- Assist with the organization, assessment, and cataloguing of local historical material.
- Assist in teaching basic computer skills to adults and seniors on a one-to-one basis.
- Assist with photocopying and faxing documents for library patrons and senior staff.
- Assist in organizing, dusting and tidying bookshelves and magazine racks.
- Assist with our summer book sale.
- Assist with the delivery of our children's summer reading program through story reading, supervising and supplying guidance with craft projects, offered in both English and French
- Other tasks as assigned.

Expectations:

- Greet the public in a pleasant and cheerful manner.
- Be punctual and attentive.
- Be prompt and professional when performing duties.
- Be effective, courteous, and tactful in communicating with others.
- Deal with patron complaints and situations patiently and decisively
- Maintain professional and courteous relations with the public and fellow staff.
- Set priorities and manage time effectively.
- Work as a team member

Christina Noël-Blazecka
Chief Executive Officer

Date: March 2023