



Corporation of the Town of Kirkland Lake

Teck Centennial Library

Requires a

LIBRARY PAGE

Part-Time / Non-Union

THE LIBRARY PAGE IS UNDER THE DIRECTION OF THE HEAD LIBRARIAN.

Position Overview:

- Assist library users in accessing library materials
- Assist Head Librarian, Head of Adult Services, Adult & Children Department Clerks, and Secretary with any assigned duties such as:
 - Issue and receive books and library materials
 - Re-shelf books and library materials
 - Maintain classified collections (shelf-shift and shelf-read)
 - Carry out circulation functions
 - Assist with Senior Computer Training when required
 - Dusting and cleaning
 - Perform routine clerical duties
 - Collect and retrieve mail
 - Assist in other activities as needed

Minimum Qualifications:

- Must be a student - minimum Grade 10
- Knowledge of Dewey Decimal System is an asset
- Ability to follow written and oral instruction
- Clear Criminal Record Check

Hours: 14 hours per week or as needed; alternating days and every Saturday.

Compensation: \$10.25 per hour

Qualified candidates are invited to submit their résumé (complete with references and covering letter) in confidence by **Monday, July 19th, 2010 – 3:00 p.m.**

Human Resources Coordinator
Town of Kirkland Lake
Postal Bag 1757
Kirkland Lake, ON P2N 3P4
E-mail claudette.pullen@tkl.ca
Fax 705-567-4707

We thank all applicants for their interest, however only those under consideration will be contacted.

Personal information submitted is collected under the authority of the Municipal Freedom of Information and Protection of Privacy Act and will be used for the purpose of the candidate's selection.

WE ARE AN EQUAL OPPORTUNITY EMPLOYER