
The Deep River Public Library

55 Ridge Road, PO Box 278
Deep River, ON K0J 1P0

613-584-4244

<http://deepriverlibrary.ca>



Employment Opportunity:

The mission of the Deep River Public Library is to be the community's living room: a welcoming and safe gathering place for all residents, with resources that ignite a sense of wonder and spark new possibilities for enjoyment, lifelong learning, and meaningful connection.

We are hiring for the position of **Library Assistant – Inter-library Loan Services**

Responsibilities include:

- Coordination of inter-library loan services;
- Customer service, including readers' advisory, reference and information services to the public;
- Circulation of all library materials; and
- Operations in the absence of the CEO.

We're seeking enthusiastic, motivated candidates with:

- Excellent interpersonal and customer service skills;
- Demonstrated organizational and time management skills;
- Strong computer skills, including office suite products, database research, basic troubleshooting of hardware and software, and social media.
- Ability to work collaboratively in a team environment and independently;
- Ability to work in a changing environment with flexibility, problem-solving skills, and a commitment to lifelong learning; and
- Demonstrated initiative.
- Minimum of a high school diploma is required. Library Technician diploma or related postsecondary education preferred.

This is a part-time, unionized (CUPE Local 4740) position at 15 hours/week. Shifts include evenings and some Saturdays. The successful candidate must pass a criminal record review and vulnerable sector check.

Please direct applications to nballa-boudreau@deepriverlibrary.ca by **4pm on Friday, November 8th.**

The Library is committed to an inclusive and barrier-free workplace. Accessibility accommodations are available for the application process upon request.

If you have questions about this opportunity, please contact Naomi Balla-Boudreau at 613-584-4244 or nballa-boudreau@deepriverlibrary.ca.