



## SIX NATIONS PUBLIC LIBRARY, Est. 1966

1679 Chiefswood Road

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### Library Page

Six Nations Public Library

Contract Position: Best suited for Student (high school or post secondary)

**JOB SUMMARY:** This position reports to the CEO and is responsible for circulation needs; customer service; and reinforcing the policies, values and commitment through interactions with patrons. Under the general supervision of the CEO, the Page performs professional and technical work in operating and maintaining the library.

This position works a minimum of 9 hours per week (includes evening and weekend shifts). Flexibility is required to cover additional hours as needed.

**SALARY RANGE:** To be determined

**BASIC QUALIFICATIONS:** SNPL will train new Library Page positions for Library specific knowledge when required; however, the following list is inclusive for a successful Page:

- Knowledge, skills and abilities as acquired through a combination of education and experience;
- Must be technologically savvy;
- Must possess efficient knowledge of computers, MS Office Suite (including Word, Excel, and PowerPoint), Internet searches, and database searches;
- Must be confident in working with various electronic devices such as laptops, e-readers, tablets, smartphones, etc;
- Must be able to demonstrate strong public relations skills, interpersonal, verbal and written communications skills;
- Ability to use general office equipment such as a cash register, computer printer, digital scanner, and photocopier.

**SUBMISSION PROCEDURE:** Candidates may submit a detailed cover letter, resume and the names and contact information of three references, in confidence, to the Library.

**-Interviews scheduled for week of August 28, 2023-**

**-Start date September 6, 2023-**

Please apply using only **one** method of application below:

Via email: [Director@snpl.ca](mailto:Director@snpl.ca) (*preferred*)

In person at 1679 Chiefswood Road, Ohswegen

Via fax: (519) 445-2872

*Considered applicants will be contacted for an interview. The successful candidate must provide a criminal records check including vulnerable sector.*