

Position Title: Skate Loan Assistant - Truro Branch (2 positions)

Classification: Library Clerk I (part-time)

Rate of Pay: \$12.80/hr (Step 1 on a 5-step scale)

Job summary:

Under the supervision of the Head of Adult and Circulation Services, the Skate Loan Assistants facilitate the Town of Truro Skate Loan Program at the Truro Branch of the Colchester-East Hants Public Library. These are term positions, that will run from December 15, 2020 to March 20, 2021 (14 weeks).

- The regular work schedule for **Position A** is an average of 8.5 hours weekly, Tuesdays 4:30pm - 8:00pm and Saturdays 9:30am - 2:30pm.
- The regular work schedule for **Position B** is an average of 8 hours weekly, Wednesdays 4:30pm - 8:00pm and Fridays 12:30pm - 5:00pm.

Duties / Tasks:

- Facilitates circulation of skates, including registering and updating patron files, explaining waiver to patrons, lending and receiving skates, removing returned items from drop-off bin, cleaning used skates, and setting aside skates which require maintenance
- Manages record keeping of waivers
- Answers directional questions, referring and/or consulting when necessary
- Performs other related tasks as required and assigned

Education, Experience, and Abilities Required:

- Grade 12 and relevant post-secondary studies OR an acceptable combination of education and experience
- Strong computer skills with willingness to upgrade skills as required
- Strong organizational skills
- Knowledge of the community an asset
- Demonstrated interpersonal, communication, and teamwork skills, including the ability to communicate effectively, tactfully, patiently, and courteously with people from a wide variety of cultural, social, and education backgrounds
- Ability to push and/or pull a wheeled skate rack weighing approx. 200 lbs

Application Procedure:

Please note the position for which you are applying (Position A, Position B, or either), and submit resume with cover letter to:

Lesley Brann, Head of Adult and Circulation Services
Truro Branch Library
754 Prince Street, Truro, NS B2N 1G9
E-mail: lbrann@cehpubliclibrary.ca

Application deadline: Saturday, October 10 at 5pm

We thank all applicants for their interest; however, only those selected for an interview will be contacted. This competition may be used to fill future vacancies at the same level.

To learn more about the Colchester-East Hants Public Library, visit our website at www.lovemylibrary.ca