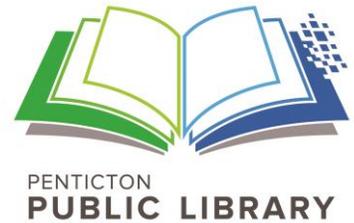


Adult Page

The Penticton Public Library is looking for a fun and team-oriented Adult Page. This is an exciting opportunity for an enthusiastic and very organized neat-freak who enjoys working with the public.



What we're looking for:

Our Adult Page is a versatile, flexible person who wants to make a difference in the community. They ensure that our materials are on the shelves for patrons and staff to find; including shelving, moving and searching for library items. They provide front line customer service at our circulation desk. They will also assist with Library tween STEAM, and coding programming!

Job Requirements:

- High school diploma or equivalent.
- Preference will be given to applicants who have worked or volunteered in a library.

What do you need to bring to this position?

- Ability to provide effective customer service.
- Strong communication skills.
- Ability to contribute positively and work effectively within a team environment.
- Attention to detail.
- Ability to file alpha-numerically.
- Effective time management skills.
- Ability to use personal computers in a Windows environment.
- Knowledge of, or willingness to learn about, new technology including but not limited to: spheros, makey makeys, and basic coding.

Physical Requirements:

Physical requirements of the Adult Page position include lifting library materials, reaching and bending to place materials on shelves, pushing and pulling book drop bins and carts, and frequent standing, walking, and bending.

To apply:

Please email a **PDF** of your resume and covering letter to Heather Buzzell, Chief Librarian at hbuzzell@summer.com quoting competition number "PPL2019-AdultPage" in the subject line. Only electronic applications will be considered. Internal applicants will receive preference.

Pay Scale:

\$ 17.98 per hour

Note:

This position consists of varied schedules, which can include evening and weekend shifts. Penticton Public Library is an equal opportunity employer. We thank all candidates for their interest in this position, but only short listed candidates will be contacted.

Total Hours per Week: 13 (regular shifts on Monday, Tuesday, and Thursday) additional hours may be offered.

Closing Date: June 23, 2019

Union: CUPE 608 (sub-local)