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| JOB TITLE | CIRCULATION ASSISTANT |
| Recruitment Ref # | UN-CIRCULATION |
| Location | Various |
| Salary Range | \$15.34 per hour |
| Start Date | To be determined |

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| Hours | To a maximum of 19 hours per week. Branch schedule includes weekdays, evenings, Saturdays and Sundays. |
| Responsibilities | Under the direction of a designated supervisor, perform effectively as a member of the circulation team of Vaughan Public Libraries, including checking in and shelving materials, shelf reading, and maintaining the cleanliness of the library. |
| Requirements | <ul style="list-style-type: none"> • Completed Grade 9 or equivalent. • Demonstrated ability and enthusiasm for working with the public. • Demonstrated ability to communicate effectively and courteously, verbally and in writing. • Demonstrated keyboarding skills. • Ability to file accurately. • Ability to lift and carry boxes of materials and other items. • Ability to speak languages other than English and French and relevant to the communities served is an asset. |
| How to Apply | Applicants for this position must submit an up-to-date resume, accompanied by a covering letter stating the position and Recruitment Reference #UN-CIRCULATION. Incomplete submissions will not be accepted. Applications should be addressed to: The Recruitment Office, Vaughan Public Libraries, 2191 Major Mackenzie Drive, Vaughan, L6A 4W2. Submissions will be accepted by email at vpjjobs@vaughan.ca . |
| Closing Date of Posting | NO LATER THAN MONDAY, DECEMBER 21, 2022 BY 4:00 P.M. |
| For Further Information | Please contact the Staff Engagement Department, at 905-653-7323, extn. 4602. |
| Other | <p>In order to qualify for permanent employment within any department or service location with the Vaughan Public Library Board, an applicant must not be related to any member of staff of that department or service location.</p> <p>Vaughan Public Libraries aspires to employ a staff that fully represents the diversity of the community we serve. Vaughan Public Libraries is committed to equity in its policies, practices, and programs, and we support diversity in our services to the public, our staff complement and in the work environment. All qualified individuals who would contribute to the further diversification of our organization are encouraged to apply.</p> <p>Vaughan Public Libraries is committed to the principles of the Accessibility for Ontarians with Disability Act (AODA). As such, we strive to make our recruitment, assessment, and selection process as accessible as possible and provide accommodations as required for applicants with disabilities. If you require any accommodations at any point during the application and hiring process, please contact vpjjobs@vaughan.ca. Vaughan Public Libraries is also committed to ensuring that confidentiality is maintained throughout all aspects of the recruitment cycle.</p> <p>Vaughan Public Libraries has implemented a mandatory vaccination requirement for all its employees. Proof of full vaccination will be required upon receiving a conditional offer of employment. Vaughan Public Libraries will comply with its human rights obligations, make exceptions for applicable medical conditions and accommodate employees legally entitled to accommodation.</p> |