

Job Title:	CIRCULATION ASSISTANT
Recruitment Ref. #:	UN-Circulation
Location:	Various
Salary Range:	\$14.24
Start Date:	January 2019

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:	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 contact name noted below, c/o The Recruitment Office, Vaughan Public Libraries, 2191 Major Mackenzie Drive, Vaughan, Ontario L6A 4W2. Submissions are acceptable by mail or by email at vpljobs@vaughan.ca .
Closing Date of Posting:	NO LATER THAN WEDNESDAY, DECEMBER 20, 2018
For further information:	Contact the Staff Engagement Department at 905-653-7323, ext. 4602
Other:	<p>Any staff currently working in this job at another VPL location can apply for a transfer by sending an email to the Staff Engagement department titled Transfer Request. Transfer requests received before the posting close date will be evaluated and considered based on operational needs.</p> <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 is committed to providing accommodations for people with disabilities. If you require an accommodation, we will work with you to meet your needs.</p>