



JOB POSTING

DISCOVERY ASSISTANT

(1 permanent, 1 16 week summer contract)

31.5 hours per week, plus Sundays when applicable

LOCATION:

Aurora Public Library
15145 Yonge Street, Aurora

POSITION SUMMARY:

As a part of the Customer Opportunity team, Discovery Assistants provide exceptional customer service to the community, build positive customer relationships and create overall excellent customer experiences. Discovery Assistants are responsible for information services, reference interviews, readers' advisory, program development as well as facilitation and community outreach. They are approachable and friendly professionals who are adept at problem solving and providing core library information services.

WORKING CONDITIONS:

Works 63 hours per two week period, including evenings and Saturdays, plus Sundays when applicable.

QUALIFICATIONS:

- ▶ Undergraduate degree as well as a post-secondary library specific education from an accredited institution
- ▶ Minimum of two years of relevant work experience
- ▶ Experience in program planning and delivery
- ▶ Ability to communicate with tact and to resolve conflict
- ▶ Knowledgeable in all aspects of library service including reference, readers' advisory, early literacy, technology instruction and resources
- ▶ Exceptional proactive customer service skills
- ▶ Creative and innovative approach to library services, programming and outreach
- ▶ Working knowledge of creative studio technologies such as Adobe Suite, 3D printing and other creative tools an asset

STARTING SALARY:

\$27.58 per hour

APPLICATION:

Please email your resume as a PDF to:

Human Resources jobs@library.aurora.on.ca

The Library will require a current Vulnerable Sector Screening from the successful applicant(s) as a condition of employment.

APPLICATION DUE DATE:

04:00 p.m. on Friday, March 22, 2019

The Library thanks all applicants for their interest, however, only those selected for an interview will be contacted.

The Aurora Public Library is pleased to accommodate individual needs in accordance with the *Accessibility of Ontarians with Disabilities Act, 2005* (AODA). If contacted regarding this competition, please advise the interview coordinator or email jobs@library.aurora.on.ca of accommodation measures you may require during the selection process. Information received relating to accommodation needs of applicants will be addressed confidentially.