



FORT FRANCES PUBLIC LIBRARY TECHNOLOGY CENTRE

POSITION DESCRIPTION

POSITION TITLE:	Summer Student Library Assistant – Senior’s Services
GENERAL SUPERVISOR:	Chief Executive Officer
EMPLOYEE GROUP:	Non-union/Management

POSITION SUMMARY:

The Summer Student Library Assistant – Senior’s Services will be responsible for running Senior’s programming and enhancing services to senior’s within the Library. They will offer workshops and programs for seniors at the Library and out in the community. They will assist with other Library duties as necessary.

The position is for 35 hours/week for 7 weeks at a rate of \$14.00/hour. The preferred start date is June 4, 2018. A resume and cover letter should be emailed to:

Caroline Goulding
CEO, Fort Frances Public Library Technology Centre
cgoulding@ffpltc.ca
601 Reid Avenue
Fort Frances, ON P9A 0A2

DIRECTION OF OTHERS:

- None.

REVENUE, ASSET AND EXPENDITURE SCOPE:

- Responsible for collecting fees and fines.

GENERAL RESPONSIBILITIES:

- Offer one-on-one appointments to teach patrons how to use specific pieces of technology as well as coordinate those same appointments.
- Plan and lead technology workshops to groups of 6-10 people, focusing on the use of Library technology; including our 3D Printers and eResources.
- Perform outreach in the community with other staff members, including appointments and workshops at other venues in the communities we serve.
- The Student Library Assistant provides assistance to library patrons, responding to patron enquiries and assisting individuals locate materials and information.
- Operation of the photocopier and fax machines. The incumbent makes photocopies and sends faxes for the public upon request and collects payment for the copies.

- Additional programming duties include assisting patrons in operating the computers for public use and helping staff conduct special programs.
- Library staff are obligated to protect the privacy of library patrons who may be borrowing material dealing with confidential issues.
- Circulation duties as necessary: Checking library material in and out, shelving returned material, shelf-reading, cleaning and checking audio-visual material, taking new registrations, updating registrations, taking reserve requests for materials, collecting fines for overdue materials and collecting payment for lost items.

ELIGIBILITY REQUIREMENTS:

- Currently enrolled full-time in school with plans to return in the Fall
- Between the ages of 15 and 30
- A Canadian Citizen, permanent resident, or has been conferred refugee protection

EFFORT:

- Online circulation duties require continuous concentration for moderate to prolonged periods. Requests from patrons and telephone answering duties continually interrupt attention spans for short periods. Critical demands relate to increased workload when staff is absent.
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- Working conditions regularly involve a degree of mental stress and physical strain with the possibility of prolonged periods with irregular breaks in an open and shared environment. Major continuous physical demands are related to combined muscular and sensory strain for long to prolonged periods while shelf reading, shelving material and standing to provide counter service. Online circulation duties require continual sensory strain for long to prolonged periods. Frequent muscular exertion is required to carry and transport boxes up to 22.675kg.

WORKING CONDITIONS:

- The Summer Student Library Assistant – Senior’s Services will be schedule for 70 hours in a two-week period. This includes evenings and Saturdays
- 95% of the average workday is spent indoors in open areas; outdoor duties include home deliveries and other errands.
- Exposure to work-related hazards is related to the constant exposure to germs and infectious diseases through direct contact with patrons.
- Risk of falling from heights of under 5 feet is encountered while shelving books and while shelf reading.
- Risk of exposure to potentially dangerous or abusive people entering the library. Recognized areas of higher risk of potential for workplace violence include: public or community contact, working alone or in small numbers, handling cash, working late nights, secondary entrances, and working in an area of higher crime.
- Some element of personal risk involved in the performance of these duties