

JOIN OUR TEAM!



THE ROLE

Student Page

This is a permanent **part-time** role at the County. The hourly compensation for this role is **\$15.60-\$16.55**.

THE OPPORTUNITY

In this role you will be responsible for organizing and arranging library resources according to established classification systems, to ensure a seamless and inviting experience for patrons.

You will also support library initiatives by assisting with programming, material management, and administrative tasks as directed by the Branch Supervisor.

THE PERKS

- Lieu of Vacation
- Defined Benefit Pension
- Wellness Programs
- Safe & Friendly Work Culture
- Emotional & Team-Building Supports
- Career Growth
- Networking Opportunities



- Partial completion of High School
- Must be at least 14 years old.



- No prior experience required



- Collaborative Skills
- Interpersonal Communication
- Self-Direction

THE COUNTY

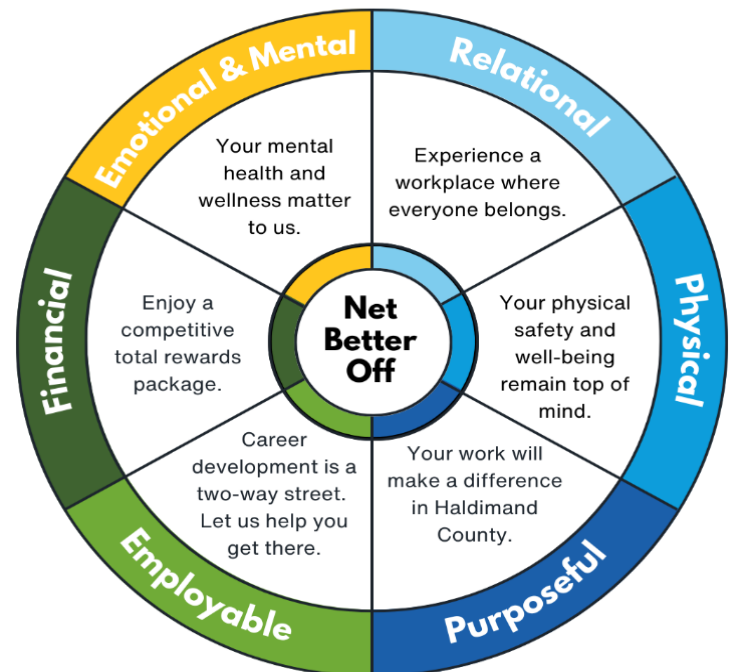
Haldimand County is committed to providing valuable work experience for students - without having to leave your community. Student positions are designed to provide leadership opportunities with future room for growth. With a focus on excellence, our County stands as an outstanding place to work and live. By joining our dynamic team, you open the door to a rewarding experience where we prioritize the skills to help you grow.

At Haldimand County, we believe in the Net Better Off philosophy. This means we're passionate about helping our staff thrive and advance in an inclusive workplace.

THE NEXT STEPS

If this sounds like you, please submit your application online at www.haldimandcounty.ca/careers.

This posting closes on **June 29, 2024 at 4:30 p.m.** Visit our Careers page for more opportunities.



JOB DESCRIPTION

Student Page, Libraries

POSTING #: NU-2024-15	Employer Group: Non-Union
POSTING PERIOD: July 15-29, 2024	Reporting To: Branch Supervisor
Grade: Student Page	Position Status: Permanent Part-Time
Wage Range Per Hour: \$15.60 - \$16.55	Hours Worked Per Week: Up to 14
	Location: Dunnville Library

CORE COMPETENCIES:

Collaborative Skills | Interpersonal Communication | Self-Direction

POSITION SUMMARY:

Sorts and shelves library materials according to prescribed classification schemes, ensuring collections are presented to the public in an orderly, accessible manner and contribute to a high level of library service to residents. Assists with various stages of library programming, materials processing and other clerical duties as assigned by Branch Supervisor.

QUALIFICATIONS, KNOWLEDGE & SKILLS

Education

- Partial completion of high school (must be at least 14 years of age)

Experience

- No prior experience is required.
- Special consideration will be given to applicants with:
 - One or more years of customer- service related work demonstrating direct service delivery to clients.

Knowledge/Skills

- Proven ability to file accurately by alphabetic and numeric sequence
- Ability to deal courteously with co-workers and patrons
- Excellent verbal and written communication skills with the ability to give, obtain, seek clarification, and/or exchange routine information.
- Demonstrated initiative, and ability to make decisions involving routine tasks, with established procedures.
- Organizational skills with conscientiousness, to avoid errors and ability to meet deadlines.
- Technology Aptitude
 - Demonstrated fundamental computer skills to perform basic tasks on various technological devices and programs while adhering to cybersecurity and an awareness to best practices.
 - Beginners knowledge of MS Office (Word, Excel, Outlook, PowerPoint)

RESPONSIBILITIES

The incumbent is expected to but not limited to:

Corporate

- Participates in the provision of superior customer service to ratepayers, reflecting corporate culture of responsiveness, quality, respectfulness, and inclusivity. Shares the responsibility for creating positive impressions of local government.

People

- Directing patrons to library assistants for reference, reader's advisory and technical assistance and responding to general questions from the public about library resources;
- Aids Library Assistants during library programs by responding to program participants' needs

Functional

- Sorting and shelving all library materials
- Straightening and shelf-reading shelves
- Processing library materials
- Assisting with programmes, including craft preparation
- Tidying public areas, including children's play area
- Setting up meeting rooms as assigned

Demonstrate commitment to the Haldimand County code of conduct

The duties listed above are intended only as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related or a logical assignment to the job.

POSITION REQUIREMENT(S):

A Current (within the past 6 months) Police Check	OPP LE 220E (if 18 years of age or older)
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Haldimand County envisions all County staff to possess a high degree of Ethical Behaviour & Professionalism, Political Acumen, Relationship Management, Credibility, Flexibility & Adaptability, Empathy & Compassion, Entrepreneurship, and Customer Service.

Haldimand County is an equal-opportunity employer who strives for inclusivity and belonging for all. Accommodation is available at any stage of the hiring process to applicants with differing abilities. If you require accommodation at any stage of the hiring process, please contact us at hrhelpdesk@HaldimandCounty.on.ca.

County employees who are interested in applying for this position must complete the EMPLOYEE APPLICATION FORM via County's Intranet - FuNK and submit online with a resume and cover letter by 4:30 PM on the last day of this posting.

We thank you for your interest in working for Haldimand County. Only candidates selected for an interview will be contacted.