

POSTING

LIBRARY ASSISTANT AND INFORMATION ADVISOR

Permanent Part Time (16 hours per week)

(Evening and Saturday hours required)

Child Care Resource and Referral Program

This position responds to enquiries from the child care community and the general public regarding a wide range of issues regarding early childhood care and education resources. Where appropriate, referrals are given to appropriate programs or services. The position is actively engaged in the development and maintenance of the Early Childhood Resource Library. They work in co-ordination with the Child Care Options Resource and Referral (CCORR) program and Early Years Centre reception staff.

KEY DUTIES AND RESPONSIBILITIES

- Assistance to library patrons and opening library subscriptions for new patrons;
- Presentation of information sessions and tours to potential user groups and the general public;
- Development of library resources as required;
- Maintenance of the physical library space and resources including cleaning and repair of library materials;
- Management of library transactions including circulation, reservations, holds, fine collection, missing items, and communication with library users;
- Maintain a working knowledge of the library software;
- Participate in ongoing planning and development of ECR library services.

QUALIFICATIONS

Education, Training, and Experience:

- Certificate in Early Childhood Care and Education or equivalent education and experience working with young children and families;
- Diploma in Library and Information Technology or an equivalent combination of education and experience working in a library environment;

Job Skills and Abilities:

- Knowledge and understanding of current child care practice, issues, trends and community resources;
- Ability to take initiative, work independently and as part of a team;
- Valid Level 1 First Aid Certificate;

NOTE: Applicants not selected for an interview will not necessarily be notified.

Options Community Services Society is an equal opportunity employer committed to hiring a diverse workforce.

Posted: 04/03/2019

OCS Posting #:A21320

- Good computer skills and experience with library database systems;
- Class 5 Driver's License and use of a reliable vehicle;
- No relevant criminal history;
- Second language ability an asset.
- Crisis Line experience an asset.

* An eligibility list will be maintained for up to 6 months.

CLOSING DATE: Resumes will be reviewed starting [April 10, 2019] but the posting will remain open until filled and will close without notice.

PLEASE APPLY TO: Sharlene Wedel, Program Manager
Options Community Services Society

Email: sharlene.wedel@options.bc.ca

No phone calls please.

Please include a cover letter clearly indicating the posting number [#A21320] and outlining your qualifications and related experience for the position.

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