

External Job Posting, Pickering Public Library

Are you passionate about serving and empowering the community? Do you value building positive experiences for library clients? Do you strive to be part of a team that creates belonging and inclusion within the library? Then this role is for you!

Pickering Public Library is looking for a friendly and reliable **Client Experience Taskforce – Youth**. We are looking for a candidate with open availability each day of the week. Candidates will be scheduled to work varying shifts including days, evenings and weekends at any location within the library system.

Summary:

Provides customer service and basic technology assistance to clients and staff. Under the supervision of Manager Client Events, this is a junior role that focuses on creating a welcoming environment for all clients by consistently providing client service excellence.

Salary: \$18.05/hour

Hours: 3 hours per week

Telework arrangement possible in accordance with the Library's Telework Policy.

The successful applicant:

Under the direction of library staff:

- Assists staff with public programs and events.
- Provides first level technology assistance to clients.
- Completes assigned tasks for staff as requested.
- Assists with set-up and take-down of materials and equipment.
- Assist with crowd control and wayfinding.
- Other duties consistent with job responsibilities.

Applicants must have:

- Current enrollment in secondary or post-secondary school preferred.
- Strong oral communication and technology skills (MS Suite).
- Ability to work flexible hours.

Pickering Public Library is committed to inclusive, accessible and barrier-free employment practices and to creating a workplace that reflects and supports the diversity of the community we serve. We encourage and welcome applications from qualified applicants including members of racialized groups, Indigenous Peoples, persons with disabilities, and persons of any sexual orientation or gender identity. Please let us know if you require an accommodation and we will work with you to ensure a barrier-free hiring process. For further information about Accessibility at Pickering Public Library, visit <https://pickeringlibrary.ca/faq/job-opportunities/>.

The successful applicant will be scheduled to work varying shifts including days, evenings, and weekends. The applicant may be scheduled at any location within the Library system.

We thank all applicants for their interest. Please note that only applicants selected for an interview will be contacted. A satisfactory Vulnerable Sector Check is required for most jobs at the Library. Please note that job offers will only be made upon successful completion of all background checks.

Qualified candidates may complete an [online application form](#) where you will be required to upload your resume and cover letter (PDFs only) on or before **March 21, 2024**.

Alternate formats available upon request. Please contact Human Resources.