



**CHIPPEWAS OF GEORGINA ISLAND
FIRST NATION**

JOB POSTING

Librarian

Reports To: Portfolio Director Community Wellness

Classification: Part Time

General Description of Duties:

- Develop and maintain annual program of services and events
- Schedules, plans and conducts programs and events for patrons
- Instruct patrons needing help on library computers
- Answer reference questions and conducts research as needed
- Participate in material selection by reading and evaluating, reviews, patron requests and popular trends
- Select books, materials and equipment based on the community needs
- Shelves, reads and organizes materials collection
- Cataloguing library holdings on automation system
- Perform basic maintenance on copiers and computers
- Weeds and withdraws material from the collection
- Repairs books
- Prepare monthly report for Chief and Council
- Collects and compiles library usage statistics
- Open and close library building, keeping daily records of circulation and activities
- Attends workshops, meeting and conferences as appropriate
- Maintain contact with local libraries and other types of groups for the betterment of the library and its services
- Maintains contact with the Ministry of Tourism and Culture
- Serve as liaison for the community and respond to changing needs
- Sit on several provincial committees to advance library services for First Nation Public Libraries

Qualifications:

- Completion of secondary school
- Equivalent experience within profession dedicated to assisting people by providing options to or in a helping profession may replace formal education.
- Excellent communication and interpersonal skills
- Knowledge of computers and ability to function with Microsoft products
- Knowledge of library principles, methods, techniques, procedures and reader interests

Closing Date: *Until Filled*

Contact: Harmony Taylor, Human Resources Manager
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An application form must be completed to apply for this position. Applications Forms are available at the Chippewas of Georgina Island Administration Office.

******Only applicants meeting the minimum requirements will be contacted******

Resumes may be submitted by fax or e-mail. Job Description is available upon request.

Posted: November-18-19