



OWEN SOUND & NORTH GREY UNION PUBLIC LIBRARY
requires a
Student Shelving Assistant: Posting #25-02

The Owen Sound & North Grey Union Public Library is seeking a high school student, who is at least 14 years old, for the role of part-time Shelving Assistant. The Library provides a supportive, engaging environment for an enthusiastic student ready to gain valuable work experience.

The Shelving Assistant will work on all levels of the Library primarily re-shelving books and other materials in the collection with a high degree of accuracy. They are responsible for maintaining a welcoming space for patrons by tidying and performing light cleaning duties in public areas. They may be required to interact with the public to provide directional assistance or to refer patrons to Information or Circulation staff when appropriate. Shelving Assistants may have the opportunity to work on other Library projects as assigned.

The successful candidate must be mature and responsible, with a positive, friendly attitude. This position also requires significant attention to detail and an understanding of basic Library organization principles to ensure that patrons and staff can find materials efficiently.

Shelving Assistants work an average of 7 hours per week, consisting of two regular 3-hour shifts plus rotating Saturdays.

Applications:

- Eligible applicants are invited to submit a letter of interest and resume, marked "Confidential", no later than 5 pm on Friday, June 13, 2025 to:

Cassie Wood, Youth Services Specialist
Owen Sound & North Grey Union Public Library
824 1st Avenue West
Owen Sound ON N4K 4K4
cwood@library.osngupl.ca

We thank all applicants for their interest; however, only those being considered for an interview will be contacted. In accordance with the Municipal Freedom of Information and Protection of Privacy Act, personal information is collected under the authority of the Municipal Act, and will only be used for candidate selection. The Owen Sound & North Grey Union Public Library is an equal opportunity employer. Accommodation will be provided in accordance with the Ontario Human Rights Code and the Accessibility for Ontarians with Disabilities Act.