



## JOB POSTING

Richmond Hill Public Library is committed to enriching your connections, choices and community. It has four branches, with 59,000 registered members and over three million online and in-person uses. Members use 2.3M collection items annually, and 45,000 people attend its programs. As a 21<sup>st</sup> century Library we continue to adapt to change in various ways which includes empowering staff through teamwork, development and a celebration of curiosity.

**Position:** Page  
**Location:** Richmond Green Library – 1 William F. Bell Pkwy, Richmond Hill ON, L4S 2T9  
**Status:** 28 Hours over two (2) weeks

Current schedule:

Week 1:

Monday	9:00 a.m. – 1:00 p.m.
Tuesday	1:00 p.m. – 5:00 p.m.
Thursday	4:00 p.m. – 8:00 p.m.
Saturday	12:00 p.m. – 4:00 p.m.

Week 2:

Monday	9:00 a.m. – 1:00 p.m.
Wednesday	4:00 p.m. – 8:00 p.m.
Friday	1:00 p.m. – 5:00 p.m.

\*Schedule subject to change

**Salary:** \$15.21 per hour

### Responsibility and Duties:

Reporting to the Manager of Richmond Green Library, the Page is responsible for collection availability including activities such as the shelving of library materials and handling of returned materials back-of-house.

### Qualifications/Competencies:

- Good communication skills
- Ability to follow directions and procedures
- Ability to work effectively with others
- Physical stamina to handle shelving library materials in quantity



## **The Community**

The Town of Richmond Hill is a community of over 200,000 people located north of Toronto. It is the 6th fastest growing municipality in Ontario, and is expected to increase by 30% in the next 10 years. Over half the population was born outside Canada, with ongoing and increasing diversity anticipated. It has the highest proportion of residents with post-graduate education in Canada, and the community tends to be young, family-oriented with a strong technology orientation; as such, residents value education and library services.

This position may be relocated to another location in the future to meet service needs for the community. All applicants should understand that the ability to work at any library location is a requirement of this position.

## **Application Process**

Interested candidates are asked to submit a resume and covering letter indicating how they meet the qualifications of this position **by 5:00 pm on Wednesday, March 20, 2019** quoting posting **2019 - 06** to:

**Talent and Culture**  
**Email: [rhpljobs@rhpl.ca](mailto:rhpljobs@rhpl.ca)**  
**FAX: (905) 770-0312**

### **ONLY THOSE SELECTED FOR AN INTERVIEW WILL BE CONTACTED.**

The Library thanks all applicants for their interest, however, only those selected for an interview will be contacted. Personal information is collected under the authority of the Municipal Freedom of Information and Protection of Privacy Act, RSO 1990, for recruitment purposes. Questions about this collection of personal information should be directed to: Chief Executive Officer, Richmond Hill Public Library, 1 Atkinson Street, Richmond Hill, ON, L4C 0H5.

The Richmond Hill Public Library is pleased to accommodate individual needs in accordance with the Accessibility of Ontarians with Disabilities Act, 2005 (AODA), within our recruitment process. If you require accommodation at any time throughout the recruitment process, please contact Talent and Culture at [rhpljobs@rhpl.ca](mailto:rhpljobs@rhpl.ca).