

2024-06e (revised)

## Page (Urban Branches)

Part-time, temporary (*up to Oct. 31, 2024*), unionized

The Kingston Frontenac Public Library (KFPL) has an opening for the position of Page, part-time, temporary (*up to October 31, 2024*), unionized at the Library's urban branches.

The Library is committed to diversity in employment opportunities and welcomes employment applicants from equity seeking groups such as women, racialized/visible minorities, Indigenous/Aboriginal peoples, persons with a disability, persons who identify in the LGBTQ2S+ community and others who reflect the diversity of Canadian society.

### Hours of Work:

The hours of work for this position take place at the Calvin Park (CP), Central (CE) and Isabel Turner (IT) branches and are scheduled over a 2-week rotation (see below). There may also be opportunities to work additional shifts on a casual, call-in basis.

**Week A:** Mon. 9-12 (CE), Tues. 9-12 (CP), Wed. 5-8 (CE), Fri. 1-5 (IT), Sat. 9-5 (IT)

**Week B:** Mon. 9-12 (CE), Tues. 9-12 (CP), Wed. 5-8 (CE), Fri. 1-5 (IT)

### Primary Duties:

The primary duties of the position are shelving and retrieving library materials.

### Requirements:

We are looking for candidates with good customer service skills, a strong work ethic and an attention to detail and accuracy.

Applicants must be at least 14 years old.

### Compensation:

Hourly rate is \$18.04. This position is covered by the terms of the CUPE Local 2202.01 collective agreement with the Kingston Frontenac Public Library.

### Conditions of Employment:

The successful candidate, to whom an employment offer has been made, shall be required to provide a current CRC (Criminal Record Check), including vulnerable sector, at their own expense as a condition of employment.

## How to Apply:

Interested candidates may apply by email to [jobs@kfpl.ca](mailto:jobs@kfpl.ca) no later than **4:30 p.m. on Friday, May 3, 2024**. Late applications will not be considered.

Application emails should include:

- your name and the competition number in the subject line;
- an attachment or link to a single file (.pdf, .doc, or .docx format) that contains the following:
  - A cover letter and resume detailing the knowledge, skills and experiences that will facilitate your success in this role.
  - Contact information for three (3) professional references, including current and prior supervisors. Reference checks are undertaken as part of the recruitment process for candidates who successfully complete the interview stage.
  - A declaration of any familial, significant social or intimate personal relationships with KFPL employees.
  - A confirmation of availability to work at the specified locations, days and times.

Pursuant to AODA requirements, accommodations for disabilities are available to job applicants who are invited to participate in an interview and who request individual accommodation during the recruitment process.

Thank you for your interest in the Kingston Frontenac Public Library. We appreciate all applications received; however, only those invited for an interview will be contacted\*.

Visit us at [www.kfpl.ca](http://www.kfpl.ca).

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*\* Additional correspondence regarding this job posting will be sent to the email address provided. As an applicant, it is your responsibility to ensure that you check your email regularly.*