

POSTING

LIBRARY ASSISTANT AND INFORMATION ADVISOR

Casual on-call

Child Care Options Resource and Referral

This position responds to enquiries from the child care community and the general public regarding a wide range of issues regarding early childhood care and education resources. Where appropriate, referrals are given to appropriate programs or services. The position is actively engaged in the development and maintenance of the Early Childhood Resource Library. They work in co-ordination with the Child Care Options Resource and Referral (CCORR) program and Early Years Centre reception staff.

KEY DUTIES AND RESPONSIBILITIES

- Assistance to library patrons and conducting library introductions for new patrons;
- Presentation of information sessions and tours to potential user groups and the general public;
- Development of library resources including theme and story time kits as required;
- Maintenance of the physical library space and resources including cleaning and repair of library materials;
- Management of library transactions including circulation, reservations, holds, fine collection, missing items, and communication with library users;
- Maintain a working knowledge of the library software;
- Participate in ongoing planning and development of ECR library services.

QUALIFICATIONS

Education, Training, and Experience

- Diploma in Library and Information Technology or an equivalent combination of education and experience working in a library environment;
- Certificate in Early Childhood Care and Education or equivalent education and experience working with young children and families;
- Knowledge and understanding of current child care practice, issues, trends and community resources;
- Valid Level 1 First Aid Certificate;
- Class 5 Driver's License and use of a reliable vehicle.

Job Skills and Abilities:

- Ability to take initiative, work independently and as part of a team;
- Good computer skills and experience with library database systems;
- Second language ability an asset.
- Crisis Line experience an asset.

* An eligibility list will be maintained for up to 6 months

CLOSING DATE:

March 31, 2017

PLEASE APPLY TO:

Sharlene Wedel, Program Manager
Options Community Services Society
#100 - 6846 King George Highway
Surrey, B.C. V3W 4Z9
Email: sharlene.wedel@options.bc.ca

NOTE: Applicants not selected for an interview will not necessarily be notified.

Options Community Services Society is an equal opportunity employer committed to hiring a diverse workforce.

Posted: 03/20/17

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