



**Eelūnaapéewi Lahkéewiit (Delaware Nation)
JOB POSTING**

Librarian

The Eelūnaapéewi Lahkéewiit (Delaware Nation) Council is currently accepting applications for a part-time Librarian.

SUMMARY OF POSITION:

To provide informational resources for Eelūnaapéewi Lahkéewiit (Delaware Nation) members to access and identify the necessary resources.

Immediate Supervisor: Director of Operations

Term of Employment: Part-time contract position, based on approved annual funding.

Job Summary

Location:
Eelunaapeewi Lahkeewiit
Delaware Nation
LIBRARY
22834 Centre Road
R. R. #3
Bothwell, Ontario
N0P 1C0

Job Status:
15 hours per week

Salary:
TBD

Closing Date:

**January 10, 2018
4:30 p.m.**

DUTIES & RESPONSIBILITIES (to include but not be limited to the following):

- Monitor the library books, subscriptions and advise if additional purchases are required from time to time
- Monitor the reporting and application date for the library funding
- Monitor all library events and relevant activities and will recommend involvement based upon cost
- Create a reference code for all books and create a data base for all books, subscribes and donated books as required from time to time
- Any other relevant goals and objectives for the library required from time to time
- Create and maintain a teaching and learning environment that is inviting, safe, flexible and conducive to student learning

Knowledge, Skills, Abilities and Attributes

- Ability to work with minimal supervision
- Ability to work evening hours
- Ability to work well with the general public
- Must have excellent customer service skills
- Takes pride in their work performance and has excellent work ethics
- To have the physical condition that is appropriate for the duties of the position

Qualifications:

- Minimum Grade 12 diploma or certification in the library field OR previous work-experience and knowledge as a Library Technician
- Must be able to attend training sessions as required
- Knowledge in reporting
- Valid Ontario Driver's License would be an asset
- Successful candidate must provide recent criminal reference check and vulnerable sector search

Hours of Work:

- Monday through Friday @ 15 hours per week
- Hours: flexible scheduling
- Normal hours: between 3:30 p.m. – 6:30 pm

CLOSING DATE FOR APPLICATIONS:

Interested candidates please submit a **Cover Letter, Résumé, and 3 current references (2 work related and 1 character)** in a sealed envelope to:

Eelūnaapéewi Lahkéewiit (Delaware Nation) Administration
14760 School House Line, R. R. #3
Thamesville, Ontario
N0P 2K0

Marked: CONFIDENTIAL "LIBRARIAN"

Must be hand-delivered or mailed

Emails will not be accepted

Closing Date: Wednesday, January 10, 2018 @ 4:30 p.m.

No Late Applications will be accepted.

Interview Date: Friday January 19, 2018

Eelūnaapéewi Lahkéewiit (Delaware Nation) Members are encouraged to apply.

Pursuant to Section 16(1) of the Canadian Human Rights Act, Eelūnaapéewi Lahkéewiit (Delaware Nation) gives preference to First Nation applicants.

While we sincerely appreciate all applications, only those candidates selected for interview will be contacted.

Please note the selected candidate will be required to submit a current CPIC and consent to a background reference check.