

Job Posting
Classification
Job #
Posting Date
End Date

Circulation Clerk
Temporary Part-Time
062026-02
June 19, 2026
June 26, 2026



The New Tecumseth Public Library is seeking a people-oriented individual to work in all three Branches (Alliston, Tottenham and Beeton) as a **Temporary Part-Time Circulation Clerk (3 Month Contract)**. The successful applicant will be required to work with a very high degree of accuracy, exercise tact and independent judgment in accordance with library policy and must possess demonstrated respect and appreciation for patrons of all ages. It is anticipated that there will be opportunities for additional hours available from time to time, and that the applicant should be available to work at all three branches and have transportation to the same.

Requirements

- Secondary school graduation is required
- Six (6) months to one (1) year prior working experience is required
- Experience in a library and familiarity with integrated library systems, public service, and/or retail environment is considered an asset
- Good communication skills (including reading, writing, listening, and speaking).
- Basic computer skills. Comfortable learning new technology (i.e., online searching, Google/Microsoft applications, library tools/software, etc.)
- Basic math skills

Duties and Responsibilities

- Under supervision, perform basic Circulation Desk duties
- Performs check in/check out of library materials
- Operate the cash register at the circulation desk (i.e., handling fines, photocopying, book sales, donations, etc.)
- Handle routine telephone inquiries regarding basic library operations, respond to /follow up on requests for hold items, and call/follow up with overdues as directed.
- Promote library programs and initiatives (Library Guide, snap frame, bulletin boards, pamphlets, etc.)
- Shelve library materials with accuracy and speed. Maintain orderly shelves by performing shelf reading
- Assist with preparation of received ILLO and Simcoe County Library materials.
- Perform occasional additional duties as assigned

Wage Rate: \$ 25.82 per hour.

Hours of Work: Up to an average of 25 hours per week. Hours and location are subject to change at any time.

Base Location: Pam Kirkpatrick Branch (Tottenham)

	Mon	Tues	Wed	Thurs	Fri	Sat	Sun
Week A			2:30-8 Tot	9:30-3 Tot	9:30-3 Tot	11:30-5 Tot	9:30-3 Tot
Week B		9:30-5 Tot	1:30-8 Tot	10:30-5 Tot		9:30-4 Tot	
Week C		9:30-5 Tot	1:30-8 Tot	10:30-5 Tot	9:30-4 Tot		

Please submit your cover letter and resume in one PDF format document to jmole@ntpl.ca no later than 4:30PM on Friday 26 June 2026. Please quote Job Posting # CIRC-062026-02 in the subject line of your email.

We thank you for your interest, however; only those selected for an interview will be contacted. The New Tecumseth Public Library is an equal opportunity employer that is committed to inclusive, barrier-free recruitment and selection processes. If contacted for an interview, please advise the recruiter if you require accommodation.