

Position Title	Childcare Librarian Volunteer
Department	Child and Family Resource
General Description	The volunteer will work independently to sort and organize children's books in the library as well input applicable information into a central database when necessary.
Skills	<ul style="list-style-type: none"> • Organized and detail oriented • Able to follow instructions • Must be able to work independently with minimal supervision • Familiarity with a variety of children's books • Prior shelving or library experience a definite asset • Ability to prioritize and file accurately • Must be comfortable lifting light loads of books and other materials
Responsibilities	<ul style="list-style-type: none"> • Unpack, sort and place books in proper shelving units • Label books • Input applicable information into a software database (training will be provided) • Expected to be reliable and punctual for all shifts
Commitment	<ul style="list-style-type: none"> • Minimum of once a week on <u>Tuesday, Wednesday or Thursday</u> (hours between 8:30am- 4:30pm negotiable with supervisor)
Training	<ul style="list-style-type: none"> • Orientation to Bissell Centre • On the job training from the supervisor
Screening Required	<ul style="list-style-type: none"> • Application form, Police Information Check, Interview and Reference check
Benefits	<ul style="list-style-type: none"> • Gain computing skills • Excellent opportunity to enhance organizational skills • Contribute to the development of a library system for the children of the inner city community.

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