



# GARDEN RIVER FIRST NATION

## EMPLOYMENT OPPORTUNITY



**POSITION:** RESOURCE CENTRE WORKER  
**REPORTS TO:** Education Manager  
**DURATION:** 1-YEAR FULL TIME CONTRACT  
**LOCATION:** GARDEN RIVER EDUCATION UNIT

*\*Garden River First Nation Band Members are encouraged to apply\**

### OVERVIEW:

The Resource Centre Worker is responsible for operating and maintaining a lending library for the use of the members of Garden River First Nation. The Resource Centre Worker functions within legislative requirements, regulations, policies and procedures and the mission, beliefs, and visions of the Garden River First Nation, and contributes to the accomplishment of the strategic priorities.

### DUTIES AND RESPONSIBILITIES:

#### **Administering the library by:**

- Preparing an annual budget, keeping an inventory of materials
- Controlling revenues and expenditures and maintaining records in this regard
- Attending workshops several times per year to keep up-dated on new information and developments in the library field

#### **Developing the library collection by:**

- Contacting publishers to obtain information and new catalogues, processing acquisitions including stamping, cataloguing, and shelving, selecting, and ordering materials
- Maintaining a file with articles pertaining to various provincial Native organizations and to the Garden River First Nation

#### **Maintaining material circulation requirements of the library by:**

- Maintaining files of library patrons
- Maintaining files of circulating materials and statistics
- Developing a card index
- Maintaining files of overdue books and issuing notices in this regard
- Processing inter-library loan requests
- Acting as a liaison with Ontario Library Services attending meetings and reporting to the Manager, Education Development, as may be required
- Surveying patrons regarding their areas of interest
- Advising and educating patrons regarding the use of the library
- Performing other related duties as may be required and assigned

### QUALIFICATIONS/SKILLS:

- Required one-year college diploma in Resource Centre Worker, Education skills;
- Required one-year related experience;
- Ability to use good judgement in assessing difficult situations;
- Flexibility required to keep pace with an ever-changing environment;
- Demonstrated sensitivity to and knowledge to the First Nation cultural values and traditions;
- Ability to be consistent and display a positive/helpful attitude;
- Willingness to accept changes in work practices and technology;
- Ability to work under pressure to meet deadlines;
- Ability to work independently and collaboratively as a member of a team;
- Excellent organizational skills, time management skills, interpersonal and communications skills, both oral and written;
- Excellent computer skills (including MS Word, Word Perfect, Excel, Internet, Email, Outlook);
- Ability to report for work as scheduled;
- Must undergo a criminal record check prior to employment.

Interested applicants can email or drop off their cover letter and detailed resume by: **FRIDAY, SEPTEMBER 25<sup>TH</sup>, 2020**

Please address the envelope and/or email **"Resource Centre Worker-2020-53"** and submit to:

**Human Resources  
Garden River First Nation,  
7 Shingwauk Street,  
Garden River, ON  
P6A 6Z8**

**Email: [employment@gardenriver.org](mailto:employment@gardenriver.org)**

Friday September 11th, 2020

  
Paul Calic, Human Resources Manager

Date

We would like to thank all applicants that applied but only those selected for an interview will be contacted. Thank you for your interest in Garden River First Nation.