



Tool Librarian

The Ottawa Tool Library is pleased to announce that we're hiring a summer position thanks to the Canada Summer Jobs program.

As this is a frontline position, you will need to be comfortable wearing a mask while working in our space.

Job Summary

The responsibilities of the Tool Librarian include front desk services, cleaning up our inventory of tools, the handling of tools themselves, and helping with business and marketing promotions.

The successful candidate will be supervised and supported by our library ops management team and the Executive Director.

During initial training as a tool librarian, the candidate will work with the Library Ops Manager and experienced members of our volunteer team. They will be taught how to use our database software, learn about our diverse inventory and procedures, and undergo training on the safe use of tools.

The candidate will work our opening hours (Tue-Fri: 4:30-9:30pm and Sat. 9:30 am-2:30 pm) plus additional hours on data base management and marketing.

At the workplace itself, ensuring an accessible and respectful attitude amongst other colleagues, members, and the public will be prioritized during training and throughout the placement.

Librarian Duties and Responsibilities

- Learning and competently using our database software and procedures
- Checking items in and out
- Adding and renewing members
- Accepting and recording payments
- Helping to organize and clean the space
- Organizing and maintaining our inventory
- Updating our manual for training purposes
- Being an advocate for the sharing economy
- Following health and safety precautions in order to keep our members and volunteers safe during the pandemic
- Assisting with marketing campaigns
- Supporting our team at OTL events and workshops (no tool knowledge required)

Qualifications:

- Experienced in community building and working collaboratively
- Comfortable using various kinds of office related software and social media platforms
- Excellent communications skills



- Organized and takes initiative
- Great team player
- A friendly and engaging personality, preferably with experience in a hospitality, customer service, or public-facing role
- Ability to work flexible hours, including evenings and weekends is a must

Assets

- Experience handling tools for carpentry or other projects
- Bi- or multilingual
- Experience working with children
- Social media savvy
- Experience volunteering or working for non-profit organizations

Prerequisite (grant-determined): under 30 years of age, permanent resident or Canadian citizen

Working Environment

- Located at 877a Boyd Ave, close to Canadian Tire on Carling Ave. Accessible by public transit.
- The library itself is lit from above by LED lighting with limited natural lighting.
- Gendered, stalled washrooms that are shared with other building tenants as well as a single stall bathroom large enough for many mobility devices, but not built to code for true accessibility, also shared with other tenants
- Kitchen space with full fridge, sink, microwave oven
- Concrete floors
- Manual doors
- One step to get the Ottawa Tool Library
- Due to the nature of our Workspace with many workshops scheduled throughout the week, the library is subject to intermittent loud noises and dust.

Physical Requirements

- Sitting or standing for long periods of time on concrete floor
- Ability to lift up to 15 kg

Start date: 27 June 2022

End date: 03 September 2022

Pay Rate: \$16-17/hr (plus 4% vacation pay) depending on experience

Hours: 30-35 hrs/week to a total of 280 hrs



Application deadline: 22 May 2022 at midnight, interviews will be held the week of May 30th, 2022

Submit to: info@ottawatoollibrary.com

In your cover letter, let us know **why** you want to work at OTL and what makes you a great fit for this position. We welcome cover letters in untraditional formats including short videos or other media.

We thank all applicants for their interest but only those selected for an interview will be contacted.

The Ottawa Tool Library is committed to an equitable hiring process. We welcome the opportunity to work collaboratively with applicants in increasing accessibility throughout this process. In recognizing traditional and systemic barriers to employment, we especially welcome applications from women, people of colour, trans and non-binary people, Indigenous peoples, those with visible and invisible disabilities and others who may contribute to the further diversification of ideas and our team.