

## **LIBRARY ASSISTANT - Part-Time, CUPE**

### **(Job # WSPL-011-24)**

Status:	Part-Time, Permanent
Date Open:	September 9, 2024
Date Closing:	September 30, 2024
Scheduled hours/shifts:	Up to 24 hours per week, includes regular evenings and weekends
Salary:	\$32.29/hour, Grade 6 Step 1 (2024 rate)

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## Position Purpose

The Library Assistant is responsible for the development and implementation of library programs for all ages. The Library Assistant will also provide proactive customer and information services to library customers. This includes, but is not limited to, reference and reader advisory services, virtual services support, directional, and technology related support. The Library Assistant presides over the immediate effective and efficient operations of the library when more senior staff are not on duty or available as the Person-In-Charge (PIC).

## Duties and Tasks

1. Provides pro-active customer and information services. Provides reference and reader advisory services, virtual services support, directional, and technology related support.
2. Performs service desk and roving duties. Works evenings and weekends as scheduled.
3. Assists clients with problems relating to technology, including but not limited to assistance with mobile phones, tablets, and e-readers.
4. Develops, conducts, and evaluates programs for all ages.
5. Delivers a regular series of programs for all ages.
6. May conduct outreach involving travel within the community to schools, daycares, festivals, senior's homes, etc.
7. May be responsible for Books on Wheels program.
8. May assist with maintaining web content, social media posts, and print marketing tasks.
9. Monitors supplies and advises Coordinator when restocking is required.
10. Maintains statistics as required.
11. Presides over the immediate effective and efficient operations of the library when more senior staff are not on duty or available as the Person-In-Charge (PIC).
12. Other duties as assigned.

## Qualifications and Requirements

- Library & Information Technician Diploma, or completion of a 3-year university degree with library training and current Vulnerable Sector Screening.
- Minimum 1-year experience in the delivery of programs, ideally in a library environment. Experience with STEAM and STEM programming an asset.
- Experience in developing, preparing, and conducting programs and events for customers of all ages.
- Excellent customer service skills and the ability to work with a diverse group of people.
- Understands the developmental needs of children and teens.
- Strong knowledge of the reference interview and reader advisory techniques.
- Familiarity with the range and scope of information, both electronic and non-electronic, found in a public library. Ability to use a wide variety of library-oriented information sources (public access catalogues, electronic databases, the Internet).
- Advanced knowledge of computers and related software.
- Excellent English language skills, both oral and written.
- Excellent communication, customer service, public relations, problem-solving, and interpersonal skills. The ability to establish and maintain effective working relationships with staff and the public.
- Superior organizational skills, with the ability to multitask and to prioritize work assignments.
- Self-motivated with a professional attitude.
- Class G Driver's License in good standing and reliable vehicle to use on library business when required.
- A Vulnerable Sector screening is required.
- This position is required to take every reasonable precaution in the circumstances for the protection of the health and safety of the worker.

## How to apply

Please forward your resume in confidence by September 30, 2024, identifying **Job# WSPL-011-24 Last Name, First Name**, in the subject line to [careers@wsplibrary.ca](mailto:careers@wsplibrary.ca).

The Whitchurch-Stouffville Public Library is an equal opportunity employer committed to an inclusive, barrier-free recruitment and selection process. We respect, encourage, and celebrate our diversity. If contacted for an employment opportunity, please advise if you require accommodation.

**We thank all applicants for their interest in this position, however, only those applicants selected for an interview will be contacted.**