# Library Assistant, Children's & Borrower Services

Main Library, Part-Time Permanent, 12 hours/week

We're searching for an individual with the ability to make anyone feel welcome, who has a knack for finding the right information and who can connect with anyone from our littlest to our most experienced customers. At WPL, our Library Assistants work hands-on in a bustling and diverse environment providing exceptional service in all areas.

***You could be a part of this story too!***

## What you'll do:

Provide excellent and proactive reference and reader's advisory for customers at our Borrower Services and Children's areas.

Perform circulation duties including checking out items, holds, fines and new memberships.

Advocate technology in the library. Assist and educate customers on our current and emerging technology offerings.

Assist with special projects and initiatives.

## What we're looking for:

Outstanding communication and interpersonal skills with a drive for customer excellence.

Adaptable with a willing, can-do attitude. Places high value on team work.

Excellent technology literacy skills with the ability to explain and instruct these concepts.

Post-secondary diploma/degree plus at least 1 year of related experience.

Regular schedule: Mondays 10:00 – 1:00, Wednesdays 6:00 – 9:00, Fridays 1:30 – 5:30, alternating Saturdays 9:30 – 1:30

The starting wage is $25.20/hour (level D on our salary grid). The ability to work at any library location and the flexibility to pick up extra shifts where needed is a requirement of this position.

**To apply,** please submit your cover letter and resume by **July 23, 2019** to jobs@wpl.ca.

Thank you to all applicants for your interest, however only those being considered for an interview will be contacted. WPL welcomes and encourages applications from people with disabilities. Accommodations are available on request for those taking part in any aspect of the selection process.

Waterloo PUBLIC LIBRARY