

Library Assistant, Children's & Info Services

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

We are searching for an extraordinary individual with charisma and resilience. Someone with broad perspective and knowledge but with the ability to narrow that down to conversation with a 5-year-old about hamsters. Someone who's well-versed in culture and technology and whose eyes light up when discussing their latest read! At WPL, our Library Assistants work hands-on in a bustling and diverse environment providing exceptional service to our customers. ***Interested?***

What you'll do:

Provide excellent and proactive reference and reader's advisory for customers at Information Services and Children's Services.

Conduct skilled reference interviews to assist customers in finding the information they need.

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.

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. Children's experience preferred.

Regular schedule is Tuesdays 9:30 – 1:30, Thursdays 9:30 – 1:30, alternating Fridays 9:30 – 1:30, alternating Saturdays 1:30 – 5:30. Schedule is subject to change and could include an evening shift.

The starting wage is \$26.64/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 **June 27, 2022** to jobs@wpl.ca.

The Waterloo Public Library welcomes applications from diverse backgrounds including Indigenous persons, Black persons, persons of colour, persons with disabilities, LGBTQ+ persons and others that will contribute to the broadening of our ideas and experiences. For persons with disabilities, accommodations will be available upon request for any aspect of the recruitment process.