Library Assistant, Circulation & Info Services

Harper Branch, Part-Time Permanent, 12 hours/week

We're searching for an individual who, not only loves the pursuit of information, but has a desire to come alongside others in their pursuit as well. Someone with the ability to connect with others and make all feel welcome. Our Library Assistants work hands-on with our customers providing excellent service in all areas in our bustling, diverse and ever-changing environment.

You could be a part of this story too!

What you'll do:

Provide excellent and proactive reference, reader's advisory and circulation services for customers of all ages.

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.

Promote WPL and its services.

What we're looking for:

Outstanding customer service skills whether out on the floor or behind the desk. Contributes to a positive and welcoming atmosphere.

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 is Mondays 10:00 – 2:00, Wednesdays 2:00 – 6:00, Fridays (alternating) 10:00 – 2:00, Saturdays (alternating) 2:00 – 6:00

Schedule is subject to change as we continue through our re-opening phases.

The starting wage is $25.65/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 **September 23, 2020** 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.

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