

Library Assistant Permanent Part-time

King Township Public Library (KTPL) serves a vibrant community of 26,000 residents through our multi-branch system. As part of the GTA, King residents are drawn to its rural lifestyle, village atmosphere and high quality of life. The staff and library system enjoy the strong support of the community.

Position Summary:

Working under the direction of the Branch Services Coordinator, the Library Assistant provides a wide range of public service and support duties that promote a welcoming and inviting library environment and meet the strategic direction set forth by the KTPL Board.

Qualifications:

- Secondary school diploma or equivalent
- 2 years' experience in a library, public service or retail environment
- Familiarity with integrated library systems is considered an asset
- Demonstrated expertise in customer service
- Strong written and oral communication skills
- Fluent in English (verbal, writing and reading)
- Proficient with Microsoft Office and experience with online searching
- Works as a team player, contributing to the overall success of the library and exhibits a learning and growth mindset
- Proof of valid Ontario Driver's License, up-to-date insurance and reliable transportation is a must
- Able to work flexible hours, including 1-2 evenings per week and weekends, including Sundays, at ALL branches within the library system
- Successful candidate will be required to produce a current Vulnerable Sector Check
- Minimum physical requirements: able to lift 30 pounds, bend, reach, and stretch

Hours of Work: An average of 18 hours a week, including evenings and weekends

Compensation: Starting wage of \$ 23.52/h (2021 Rate)

Application Deadline: Friday October 29, 2021 by 12 p.m.

Interested applicants are invited to submit a cover letter and resume to:

recruitment@kinglibrary.ca

We thank all who apply but only those selected for an interview will be contacted.

We are an Equal Opportunity Employer. In accordance with the [Accessibility for Ontarians with Disabilities Act, 2005](#) and the Ontario Human Rights Code, the King Township Public Library will provide accommodations throughout the recruitment, selection and/or assessment process to applicants with disabilities. If selected to participate in recruitment, selection and/or assessment process, please inform the library staff of the nature of any accommodation(s) that you may require in respect of any materials or processes used to ensure your equal participation.

