

Library Assistant
Part-time – Fixed term contract
Start date: To be determined - End date: August 31, 2024

King Township Public Library (KTPL) serves a vibrant community of 27,000 residents through our multi-branch system. The staff and library system enjoy the strong support of the community.

Position Summary:

Under the direction of the Branch Supervisor, 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. This is a fixed-term contract position scheduled based on operational needs. We are looking for an individual willing to work day, evening and weekend shifts. The successful applicant may be called to work at any of KTPL's 3 locations. There are a variety of shifts between the hours of 10:00 am to 8:00 pm. On occasion, extra hours may be available to fill in for staff on short notice.

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
- Proof of valid Ontario Driver's License, up-to-date insurance and reliable transportation is a must
- Able to attend staff training and development meetings.
- Successful candidate must be able to produce a current Vulnerable Sector Check if requested
- Minimum physical requirements: able to lift 30 pounds, bend, reach, and stretch

Hours of Work: An average of 15-20 scheduled hours a week, including evenings and weekends

Compensation: \$ 26.94/hour (2024 rate)

Application Deadline: April 15, 2024 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.



