

Circulation Assistant
Part-time - Fixed Term Contract
Start date: To be determined – End date: August 30th, 2024

King Township Public Library is recruiting Circulation Assistants for all branches.

Job Summary

Under the guidance of the Branch Supervisor, this role is primarily responsible for delivering front-line service and supporting collections. The objective is to create a welcoming, friendly, and helpful library environment in alignment with the strategic direction established by the KTPL Board. There may be occasional opportunities to assist with additional public service functions, both within the library and in the community. For further details about the position, refer to the Job Description.

Successful candidates must commit to their assigned schedule for the entire contract duration. Casual opportunities are also available, allowing candidates to apply for additional hours as extra shifts become available, both scheduled and on short notice.

Qualifications

- Secondary school diploma or equivalent preferred
- Experience in customer service
- Experience in a library, public service or retail environment is considered an asset
- Strong oral communication skills
- Fluent in English (verbal, writing and reading)
- Experience working on computers and comfortable learning new technology
- Works as a team player, contributing to the overall success of the library
- Reliable transportation is a must – minimal or no public transit service available depending on the branch location
- Minimum physical requirements: able to lift 30 pounds, bend, reach, stretch, read fine print and computer screens, hear and verbally respond to both in-person and over-the-phone transactions

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

Compensation: \$20.19/hour

Application Deadline: April 15, 2024 by 12:00 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.

