

**Circulation Assistant**  
**Contract position (May 2026-June 2027)**  
**Start date: June 1, 2026 (training dates in May)**

*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 guidance of the Branch Supervisor, this role supports front-line service and collections creating a welcoming, friendly, and helpful library environment and meets the strategic direction set forth by the KTPL Board. This is a contract position scheduled based on operational needs. We are looking for two individuals: one who is able to work a four-hour shift every Saturday (i.e. 10:00am-2:00pm) and one who is able to work a five-hour shift every Friday (i.e. 10am-3pm). On occasion, extra hours may be available to fill in for staff on short notice at any of KTPL's three locations, which may include weekdays, evenings and Sundays. For further details about the position, refer to the Job Description.

### **Qualifications**

- Secondary school diploma or equivalent
- Experience in customer service
- Experience in a library 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:** Contract 1: Five hours every Friday (10:00am-3:00pm), plus float  
Contract 2: Four hours every Saturday (10:00am-2:00pm), plus float

**Compensation:** \$21.11/hour

**Application Deadline:** April 3rd, 2026 by 5:00 p.m.

**Interested applicants are invited to submit a cover letter and resume to:** [recruitment@kinglibrary.ca](mailto: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.*

