



LIBRARY ASSISTANT (CLERK I)

Limited Part-time (approx. 17 hours per week)

Estimated Probable Duration: 3 months with possibility of extension

Location: Varies

Estimated Start Date: October 1, 2024

Our Team

The Brock Township Public Library strives to be the social, cultural, and information hub of Brock Township, a place where people and ideas connect and lives are transformed. We achieve this vision by providing access to a wide range of resources and services, books and film to internet access and in-house programming. Community is at the heart of everything we do.

Our friendly and skilled staff are passionate about user experience. We strive to provide helpful, informative, and compassionate interactions for our users. Members of our staff perform a wide range of duties in any given day, from circulation and reference to programming and tech help. Technology is central to almost everything we do and we're constantly adapting to--and embracing--change.

Position Requirements

- Completion of a relevant post-secondary degree
- Experience working in a library or public service environment
- Demonstrable experience with computers and technology; experience with troubleshooting and library-specific systems an asset
- Experience planning and delivering library programming to a range of audiences considered an asset
- Excellent interpersonal and customer service skills
- Strong problem solving skills
- Ability to lift courier bags/boxes containing books and equipment
- Have a valid Ontario driver's license and a reliable vehicle

Duties Include

- Providing outstanding customer service to patrons
- Consistently following circulation procedures to deliver an efficient circulation service to patrons
- Assisting patrons with technology, reader's advisory, and reference questions
- Assisting with library programming including the planning and delivery of programs for a wide range of audiences
- Preparing statistics and reports as required
- Receiving and preparing deliveries
- Collection maintenance
- Other duties as required

Qualified applicants are invited to email a cover letter and resume by **noon on Monday September 16, 2024** to:

Katie-Scarlett MacGillivray, CEO
Ksmacgillivray@brocklibraries.ca
Subject Line: Library Assistant

Library Assistants are members of the Canadian Union of Public Employees (CUPE) Local 1652-01 and the salary, terms, and conditions of employment are governed by the Collective Agreement. BTPL is an equal opportunity employer. We will provide accommodation throughout the recruitment process to applicants with disabilities. If you require accommodation at any point in the recruitment process, or require this notice in an alternate format, please contact the CEO at 705-426-9283. We thank all those who apply however only applicants selected for an interview will be contacted.