STUDENT LIBRARY ASSISTANT

One Part-time (10 hours per week) Permanent
Sunderland Branch, Sunderland, Ontario
Start Date: December 2026
Wage: $18.75 per hour

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 films to internet access and in-house programming. Community is at the heart of everything we do. Our friendly and skilled staff are passionate about the user experience. We strive to provide helpful, informative, and compassionate interactions for our users.

Position Requirements

- Be a minimum of 14 years of age and enrolled in high school for Fall 2026.
- Be available evenings and weekends (every Saturday)
- Enjoy working with the public and be dedicated to providing excellent user experiences
- Have demonstrated skills with technology including troubleshooting
- Be knowledgeable about current trends in fiction, non-fiction, film, and videogames
- Understanding of the library shelving system (Dewey Decimal System)

Under the supervision of library staff, the successful candidate will be responsible for performing a variety of library routines as assigned and according to established procedures such as:

- Delivering circulation and information services to the public
- Assisting with:
    - Data entry
    - Displays , promotional materials, and programs
    - Inter-library loans and inter-branch loans
    - Receiving and preparing deliveries
    - Processing and repairing materials
    - Collection maintenance (e.g. shelving, shifting, etc.)
    - Safe operation of library facilities
    - Troubleshooting and addressing problems with equipment and technology as needed
    - Preparing statistics and reports as required
    - Other duties as assigned

Qualified applicants are invited to email a cover letter and resume by 12:00pm (noon) on Friday November, 13th

to:

Karen Wales, Interim CEO
ceo@brocklibraries.ca
Subject Line: Student Library Assistant Application

Student 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.**