



Library Assistant, Children's Services

Main Library, Part-Time 6-Month Contract, 12 hours/week (3 Positions)

We are searching for three extraordinary individuals who possess charisma and resilience to join our team for a short-term contract within our Children's Department. Our ideal candidates should have broad perspective, knowledge and technical abilities paired with the ability to engage the imagination and excitement of a child.

Sound like you? At WPL, our Library Assistants work hands-on in a bustling and diverse environment providing exceptional service to our customers.

What you'll do:

Determine customer needs and proactively provide reference and reader's advisory for customers at our Children's Services Desk.

Encourage, instruct and assist customers on the use of technology in the library (ie. self-checkouts, e-readers, accessing virtual programming, etc.)

Assist with special projects and initiatives where needed.

What we're looking for:

Outstanding communication and interpersonal skills.

Adaptable with a willing, can-do attitude. Places high value on team work.

Excellent technology literacy skills with the ability to explain and instruct these concepts.

Post-secondary diploma/degree plus at least 1 year of related experience. Children's experience preferred.

Schedule #1: Monday 2-6, Tuesday 2-6, Alternating Friday 10 -2, Alternating Saturdays 10 -2

Schedule #2: Wednesday 2-6, Thursday, 2-6, Alternating Fridays 2-6, Alternating Saturdays 2-6

Schedule #3: Wednesday 10-2, Thursday 2-6, Alternating Fridays 10-2, Alternating Saturdays 10-2

The starting wage is \$25.65/hour (level D on our salary grid). The ability to work at any library location and the flexibility to pick up extra shifts where needed is a requirement of this position.

To apply, please submit your cover letter and resume by **August 13, 2020** to jobs@wpl.ca.

Thank you to all applicants for your interest, however only those being considered for an interview will be contacted. WPL welcomes and encourages applications from people with disabilities.

Accommodations are available on request for those taking part in any aspect of the selection process.