

# Library Assistant, Circulation & Info Services

McCormick Branch, Part-Time Permanent, 12 hours/week

We're searching for an individual who simply loves the pursuit of information with the ability to connect with anyone from our littlest to our most experienced customers. The McCormick Branch is our smallest location but with a big community focus. Library Assistants all across WPL work hands-on providing exceptional customer service to a diverse community.

## What you'll do:

Provide excellent and proactive reference, reader's advisory and circulation services for customers of all ages.

Conduct skilled reference interviews to assist customers in finding the information they need.

Advocate technology in the library. Assist and educate customers on our current and emerging technology offerings.

Promote WPL and its services.

## What we're looking for:

Outstanding customer service skills whether out on the floor or behind the desk. Contributes to a positive and welcoming atmosphere.

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.

Regular schedule will be Tuesdays 9:30 a.m. – 1:30 p.m., Thursdays 5:00 – 9:00 p.m., alternating Fridays 1:30 – 5:30 p.m. and alternating Saturdays 9:30 a.m. – 1:30 p.m. Schedule is subject to change.

The ability to work at any library location and the flexibility to pick up extra shifts where needed is a requirement of this position.

The starting wage is \$27.15/hour. WPL offers a casual work environment, optional OMERS pension, support for professional development and your *birthday off with pay!*

**To apply**, please submit your cover letter/resume to [jobs@wpl.ca](mailto:jobs@wpl.ca) by **September 26, 2023 at 4:00 p.m.**

*The Waterloo Public Library welcomes applications from diverse backgrounds including Indigenous persons, Black persons, persons of colour, persons with disabilities, LGBTQ+ persons and others that will contribute to the broadening of our ideas and experiences. For persons with disabilities, accommodations will be available upon request for any aspect of the recruitment process.*