

Position: Library Assistant, Permanent, Part-time

Hours: up to 25 hours per week

Compensation: \$19.83, plus 4% vacation pay

What we're looking for:

Under the direction of the Manager, the Library Assistant provides patron and membership services, and materials handling and collections maintenance support for the purpose of delivering relevant and responsive library services. The Library Assistant will also provide support to the Programmer when needed.

Our staff are friendly, detail-oriented, adaptable, and passionate about libraries and helping people. Your day at the library can include helping people find their next great read, sign up for a membership, or print something from the computer and then move on to processing new materials, restocking the seed library, helping with a program, and high-fiving your coworkers for a social media video.

Qualifications:

- An Information Management/Library Technology diploma or a directly related diploma with significant course content focused on education or community work is preferred, or an undergraduate degree.
- One year of related library or customer service experience.
- Experience with computers and mobile devices (e.g. E-Readers), and Microsoft Office and social software applications.
- Experience in providing reference services and readers' advisory services is preferred.

Required Skills:

- Effective verbal and written communication, including interpersonal and conflict resolution skills.
- Work effectively independently, and collaboratively within a team environment.
- Effective judgment and problem solving.
- Adaptability.
- Efficient time management.
- A commitment to upholding the Canadian Federation of Library Associations position statements on [Intellectual Freedom](#) and [Diversity and Inclusion](#).

Notes:

- Typically, shifts will be scheduled Monday to Friday, but there may be exceptions based on need. Occasional Saturday may be scheduled.
- Satisfactory background screening is required, which includes a Criminal Record Check and Vulnerable Sector Check.
- If you do not have First Aid/CPR/AED training, we will request you receive certification (permanent staff members).

- Physical requirements of the Library Assistant position include frequent sitting, standing, walking, and bending; lifting library materials, reaching to place materials on shelves; and pushing and pulling book carts.

Application Process:

Vegreville Centennial Library strives to be a welcoming and inclusive workplace and encourages anyone with interest and the applicable qualifications to apply for this position.

Please email a copy of your cover letter and resume to librarian@vegrevillelibrary.ab.ca. Alternatively, you can hand in a physical copy to the manager or the staff at the library if the manager is unavailable. The library is located at 4709 50 St. in Vegreville.

Applications must be submitted by 5pm Monday, September 30, 2024.

Thank you to applicants for their time and submission, however, only those selected for an interview will be contacted.

