

## **LIBRARY ASSISTANT 2**

Permanent Part-time (approx 17 hours per week, with additional hours possible to meet staffing requirements)

Pay: \$30.73/hour

All Library Branch Locations -

Beaverton/Cannington/Sunderland

Hours: Vary - Days, Evenings, and Weekends

Estimated Start Date: Immediately



### **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 on 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**

- Diploma in Library Techniques or an equivalent combination of education and experience
- Minimum one (1) years' experience working in a public library or related environment
- Experience in library programming, particularly programming for children and teens
- Demonstrable experience with computers and technology including library related systems/databases
- Excellent interpersonal, team leadership, and customer service skills
- Strong problem solving and communication skills
- Ability to lift courier bags/boxes containing books and equipment
- Have a valid Ontario driver's license and a reliable vehicle

### **The Successful Applicant**

- Provides outstanding front-line customer service and support
- Assists with day-to-day library processes including circulation of library materials, collection maintenance, preparing/receiving deliveries, processing materials, collecting statistics, and financial transactions
- Supports customer requests for information, and diagnoses and troubleshoots issues with technology
- Designs and delivers library programming for a wide range of audiences
- Assists customers with reader's advisory and reference questions
- Communicates effectively with library customers and library staff

Interested applicants are invited to contact Karen Wales by **5 p.m.** on **June 29, 2026**:

Karen Wales

[karenwales@brocklibraries.ca](mailto:karenwales@brocklibraries.ca)

Subject Line: Library Assistant 2 Application

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 those applicants selected for an interview will be contacted.