

## LIBRARY BRANCH RELIEF – Internal/External Posting

Permanent - Casual

All Library Branch Locations – Beaverton/Cannington/Sunderland

Hours: Vary; Days, Evenings, and Weekends on short notice

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.

### The Successful Applicant

- Provides outstanding front-line client support
- Assists with day-to-day library processes including collection maintenance, preparing/receiving deliveries, processing materials, collecting statistics, performing financial transactions
- Supports client requests for information, diagnoses and troubleshoots issues with technology, and responds to in-depth reference or referral questions
- Communicates effectively with library clients and library staff

### Position Requirements

- Secondary School diploma or equivalent
- Demonstrated related experience in a public library or other public service environment with a focus on customer service
- Strong technology skills with demonstrated experience troubleshooting computer hardware, software, internet resources, and consumer electronics
- Ability to lift courier bags/boxes containing books and equipment
- Have a valid Ontario driver's license and a reliable vehicle
- Ability to accept day/evening/weekend shifts at all branch locations on short notice

Applicants are invited to email a Cover Letter and Resume to Lori Mitchell by **5 p.m. on February 6, 2026** to:

Lori Mitchell, Interim CEO

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

Subject Line: Casual Relief 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.**