

## **Library Assistant, Part-Time, CUPE**

**(Job # WSPL-2020-09)**

Status:	Part-time, Permanent
Date Open:	November 18, 2021
Date Closing:	December 3, 2021
Number of Positions:	2
Scheduled hours/shifts:	20 hours per week
Salary:	\$30.06/hour

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**This position requires Standard First Aid/CPR and a police record check or vulnerable sector screening.**

### Position Purpose

Under the direction of the Coordinator, the Library Assistant is responsible for the provision of reader advisory and information services in accordance with library objectives and overseeing the operations of the library at times when there is no other senior staff on duty. Under the direction of the Coordinator, the Library Assistant is responsible for the execution of programs for all ages. This position is required to take every reasonable precaution in the circumstances for the protection of the health and safety of the worker.

### Qualifications and Requirements

1. Provides pro-active customer and information services. Provides reference and reader advisory services, virtual services support, directional, and technology related support
2. Performs service desk and roving duties. Works evenings and weekends as scheduled.
3. Assists clients with problems relating to technology, including but not limited to assistance with mobile phones, tablets, and e-readers.
4. Develops, conducts and evaluates programs for all ages.
5. Delivers a regular series of programs for all ages.
6. May conduct outreach involving travel within the community to schools, daycares, festivals, senior's homes, etc.
7. May be responsible for Books on Wheels program.
8. May assist with maintaining web content, social media posts, and print marketing tasks.

9. Monitors supplies and advises co-ordinator when restocking is required.
10. Maintains statistics as required.
11. As regularly scheduled, presides over the immediate effective and efficient operations of the library when more senior staff are not on duty.
12. Other duties as assigned.

## How to apply

Please forward your resume in confidence by December 3, 2021 at 4:30 p.m. identifying **Job# WSPL-2021-09 – Last Name, First Name** in the subject line to [anna.kroeplin@wsplibrary.ca](mailto:anna.kroeplin@wsplibrary.ca) . Please ensure your application is saved in one single document in PDF format.

The Whitchurch-Stouffville Public Library is an equal opportunity employer committed to an inclusive, barrier-free recruitment and selection process. We respect, encourage, and celebrate our diversity. If contacted for an employment opportunity, please advise if you require accommodation.

As a result of the COVID-19 pandemic and in support of the Town's commitment to a healthy and safe workplace, the Town has a vaccination requirement for all employees. Successful candidates will be made an offer of employment on the condition of being fully vaccinated against COVID-19. Fully vaccinated is defined as having received all of the required doses of a Health Canada approved vaccine and having received the final dose at least 14 days prior to November 1st, 2021.

Successful candidates will be asked to provide proof of full vaccination. In the event that a candidate is unable to be vaccinated as a result of a ground protected by applicable provincial human rights legislation, the Candidate may submit a written explanation of the ground and any supporting documentation to determine if they are exempt from this requirement.

**We thank all applicants for their interest in this position, however, only those applicants selected for an interview will be contacted.**