

**Position Title: Seasonal Library Assistant, Youth Services Department**  
**Posting Type: Internal and External**



At the heart of a vibrant urban/rural community of 100,000, Strathcona County Library (SCL) encourages literacy and lifelong learning, fosters community connections, and offers programs and services that inform, engage, and entertain. SCL provides excellent and accessible services from our Central Library in the Community Centre, our award-winning Bookmobile, and via satellite return centres located throughout the community. Opportunities abound to provide creative programs and services for young families, engaged seniors and all of the age groups in between. We offer a strongly collaborative team-based environment and the flexibility to maintain a good work/life balance. We are committed to fostering the principles of equity, diversity, and inclusion within our workforce and community. We welcome and encourage all qualified applicants.

**Employment Terms**

This is a non-permanent hourly, 35 hours a week position. The position involves working a variety of shifts including weekdays, evenings, and weekends.

Hourly Pay Rate: \$31.06 per hour, paid bi-weekly

Start/End Date: The position runs for a period of 16 weeks from May 5, 2025 to August 24, 2025

Reports to: Manager, Youth Services

**Who we are looking for**

We are looking for an enthusiastic, engaging individual who enjoys working with youth of all ages, and is working towards a career in the library profession with a passion for public service.

**Duties and Responsibilities**

- Provide professional research, technical assistance, and readers' services to patrons of all ages
- Provide programming support, including opportunity to design, lead, and evaluate programs
- Assist Youth Services staff with various library programs, projects, summer reading games, and community outreach events
- Assist with the maintenance and promotion of youth collections
- Other duties as required

**Minimum Qualifications**

- Enrollment in a post-secondary degree or diploma program in Library and Information Science, or Library and Information Technology is preferred
- Completion of one Reference course is required

**Knowledge, Skills, Experience and Training**

- Customer service experience, preferably in a library setting
- Strong interpersonal skills to work with both the public and staff
- Experience working with children and teens is preferred
- Familiarity with mobile devices, software, and library download services is desirable
- Able to work both independently and within a busy team environment

**Conditions of Employment**

- Submission of Satisfactory Vulnerable Sector Check

**Application Details**

Deadline to apply: **9:00 AM March 3, 2025**

Interested applicants are invited to submit a cover letter and résumé by e-mail to:

[recruitment@sclibrary.ca](mailto:recruitment@sclibrary.ca)

**Please include the position title(s) and department(s) you are applying for in your email subject line and cover letter.**

*Equivalencies of education and experience may be considered. Strathcona County Library is committed to job equity and we encourage all qualified candidates to apply.*

*In addition to providing a dynamic working environment, we offer competitive pay and benefits package.*

*This competition may be used to fill future vacancies for similar positions within the next 6 months.*

*Thank you for your interest in Strathcona County Library. We only contact candidates selected for interviews.*

*For more information visit Strathcona County Library website: <https://sclibrary.ca/>*