

Position Title: Seasonal Library Assistant, Adult 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: Assistant Manager, Adult Services

Who we are looking for

We are looking for an enthusiastic individual who is working towards a career in the library profession with a passion for public service and enthusiasm for tackling a wide range of projects.

Duties and Responsibilities

- Provides professional research and readers' services to patrons of all ages
- Provides technical instruction and assistance, including one-on-one and group instruction
- Provides programming support, including designing, leading, and evaluating a program
- Assists staff with various library programs, projects, and community outreach events
- Assists with the maintenance and merchandising of adult collections
- Assists Adult Services staff with various projects
- 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 as of the application deadline is required
- Completion of one Reference course

Knowledge, Skills, Experience and Training

- Customer service experience, preferably in a library setting
- Familiarity with mobile devices, software, and library download services is desirable
- Related library experience is desirable
- Completion of a Collection Management course 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

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/>