

Position Title: Seasonal Library Assistant, Bookmobile 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, and our award-winning Bookmobile. Opportunities abound to provide creative programs and services for young families, engaged seniors and all of the age groups in between. We are committed to diversity and inclusion in our services and workforce. 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: Bookmobile Services Specialist

Who we are looking for

We are looking for an enthusiastic, creative individual who has a passion for working with the public, and enjoys the challenge of a variety of projects, working both alone and with a team.

Duties and Responsibilities

- Work on a team to plan, promote and present summer programs
- Develop a summer reading game to excite and engage children in reading, STEM activities and creative expression
- Construct a creative, eye catching mobile game display capable of surviving a summer of rough use
- Provide programming during special events on weekends all summer long
- Other opportunities may include
 - Instruct customers in the use of e-content and personal devices
 - Provide reader's advisory, reference and circulation services to Bookmobile patrons
 - Assist in updating and maintaining collections

Minimum Qualifications

- Completion of one year of a related post-secondary program
- Excellent organizational skills
- Good communication skills
- Good computer and word processing skills
- Valid Alberta Class 5 Driver's licence and access to a personal vehicle for business use

Knowledge, Skills, Experience and Training

- Experience working with children and teens is desirable
- Familiarity with Strathcona County Library and Bookmobile services
- Familiarity with mobile devices, software, and library digital services
- Familiarity with graphic design tools, such as Canva

Conditions of Employment

- Submission of Satisfactory Vulnerable Sector Check
- Valid Alberta Class 5 Driver's licence and submission of a 5-year Driver's Abstract with less than 7 demerits

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/>