

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, 17 hour/week position. The position involves working primarily weekday evening and weekend shifts.

Start/End Date: August 26, 2025 to May 3, 2026

Pay Range: The pay range is \$31.06 – \$38.82 per hour, paid on a bi-weekly basis

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. Students are encouraged to apply.

Duties and Responsibilities

- Provides professional research, reader's services, and tech troubleshooting assistance to patrons of all ages.
- Assists with the maintenance and merchandising of collections.
- Creates book lists, complete personalized reading lists, and participate in other shared duties as required.
- Promotes Library programs and services.
- May assist staff with various library programs, projects, and community outreach events, as needed.
- Other duties as required.

Minimum Qualifications

- Completion of a reference course or equivalent experience is required.
- Preference will be given to students currently enrolled in a degree or diploma program in Library and Information Studies, Information Management, or Library Technology.

Knowledge, Skills, Experience and Training

- Research, readers advisory, and information fluency skills.
- Excellent communication and customer service skills.
- Experience working with the public, preferably in a library setting.
- Skills in using, troubleshooting, and instructing with technology and library e-services.
- Able to work effectively in a team environment.

- Able to exercise initiative and judgement.
- Flexibility and adaptability.
- Proficiency with Microsoft Office applications.

Conditions of Employment

- Satisfactory background screenings are required for this position which includes a Vulnerable Sector Check

Application Details

Deadline to apply: 9:00AM on Tuesday, August 5, 2025

Interested applicants must submit a PDF cover letter and résumé with your first and last name in the title by e-mail to recruitment@sclibrary.ca

Please include your full name in the title of your file attachment. PDF documents are preferred.

Equivalencies of education and experience may be considered.

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 about Strathcona County Library, visit our website: <https://sclibrary.ca/>