

Position Title: Seasonal Library Assistants (2 positions), 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 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

We are hiring for two (2) non-permanent hourly 12.5 hour/week (25 hours bi-weekly) positions. The positions involve working primarily weekday evening and weekend shifts.

Start/End Date: August 24, 2026 to April 30, 2027

Pay Range: The pay range is \$31.99 – \$39.98 per hour, paid on a bi-weekly basis

Reports to: Assistant Manager, Adult Services

Who we are looking for

We are looking for enthusiastic individuals who are 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, completes personalized reading lists, and participates 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 4, 2026**

Interested applicants are invited to submit a **cover letter and résumé with your first and last name in the title** by e-mail to: recruitment@sclibrary.ca. Please do not send Google drive links to your documents, as they are not accessible with this email address.

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/>

Collection and use of personal information: Personal information is being collected to determine your qualifications and suitability for employment with Strathcona County Library, as authorized by and managed in accordance with section 4(c) of the Protection of Privacy Act (POPA). *If you have any questions about this notice or collection, please contact our Privacy Officer at privacy@sclibrary.ca*