

## Library Assistant

The Penticton Public Library is looking for a fun and team-oriented Library Assistant to help serve our patrons. This position requires strong commitment to customer service and an outgoing personality.



Reporting to the Adult Services Librarian and the Circulation Coordinator the successful candidate will: complete circulation duties and patron registrations; assist in processing materials for circulation; answer and assist with basic reference questions; and other duties as assigned.

### Job requirements:

- High school diploma or equivalent, post secondary education is an asset
- Strong computer skills
- Exemplary communication skills
- Ability to work with individuals of all ages
- Preference will be given to applicants with customer service experience

### What you need to bring to this position

- Ability to contribute positively within a team environment and the capacity to work independently and with minimal supervision
- Effective time management skills

### Physical requirements:

Physical requirements include frequent standing, walking, and bending. Moderate lifting (20 kgs) is often required.

### To apply:

Submit a covering letter outlining how your experience meets the position responsibilities and a resume in a single document (pdf format) to: Stephanie James (she/her) Adult services Librarian at [sjames@pentictonlibrary.ca](mailto:sjames@pentictonlibrary.ca). Please use "PPL2022-LAI" in the subject line. Review of applicants will begin on January 13<sup>th</sup>. The position will remain open until filled.

Penticton Public Library is committed to recruiting a diverse workforce that represents the community we proudly serve. We encourage applicants from diverse backgrounds including Indigenous Peoples, LGBTQ+, all genders, ethnicities, and persons with disabilities. Should you be shortlisted and require an accommodation during the selection process, please provide details to the hiring committee. As Penticton Public Library is responsible for the well-being of its patrons, a Police Information Check clearance is a condition of employment. All Penticton Public Library employees are required to be fully vaccinated as a condition of hire and ongoing employment. Candidates who are not able to obtain a COVID-19 vaccine for a reason related to a Human Rights Code ground (such as disability) can request an accommodation at any time during the recruitment process.

**Hours:** 8 guaranteed hours a week, with the potential for more. This position has a varied schedule, which includes two evening shifts per week and potential weekend shifts.

**Wage:** \$22.74 / hour. This is a bargaining unit position.

We thank all applicants, but only shortlisted candidates will be contacted.