



Job Posting: Library Assistant

Westlock Library is looking for a fun and energetic customer service expert to join our team.

Employment Terms

This is a permanent full-time position (28 hours/ week) working a varied schedule including evenings and weekends. Wages are \$17.25/ hour plus a comprehensive benefits package.

Job Responsibilities

- A commitment to upholding the Canadian Federation of Library Associations position statements of Intellectual Freedom and Diversity and Inclusion.
- Provide excellent customer service, including reader's advisory and reference help.
- Able to contribute positively and work effectively within a team environment.
- Develop, prepare, present and evaluate programs for all ages.
- Support patrons with general inquiries, computers, technology, document services, gaming, material location.
- Act as Westlock Libraries' ambassador within the community.

Job Requirements

- 2 years of relevant education/training.
- Minimum of 2 years of customer service experience.
- Strong technology and computer skills including proficiency with computers and mobile devices, MS Office, social media applications, and familiarity with a variety of technology and software.
- Effective verbal and written communication and interpersonal skills.
- Effective time management skills.
- Exceptional attention to detail.
- Physical requirements include frequent standing, walking and bending as well as lifting library materials, reaching, pushing and pulling book carts.
- Criminal Record Check/Vulnerable Sector Check.

To Apply

- Please apply via email to the Director, Lisa Old at lold@westlocklibrary.ca with a cover letter and resume or drop off a cover letter and resume at the Westlock Library.
- Closing Date: Friday, March 9 by 6:00 pm.

Only those candidates selected for further consideration will be contacted.