



CRESTON VALLEY

PUBLIC LIBRARY

EMPLOYMENT OPPORTUNITY

Library Assistant 1 (Part-time & On-Call)

Job Summary

The primary role of the Library Assistant 1 is to provide outstanding customer service to library patrons of all ages and backgrounds. You provide responsive front desk service, answer reference questions, assist with basic computer needs, and complete a variety of other tasks in a library support role. You work as part of a team of staff and volunteers, and may be responsible for providing direction to student pages, interns, and/or volunteers. You will also have the opportunity to apply for additional positions at the library whenever available.

Terms of Employment

- Starting pay rate is \$25.23/hour plus an additional 15% of your wages in-lieu of benefits.
- This is an on-call position. You must be available for shifts a minimum of three days per week between Tuesday and Saturday. Shifts are typically 4-8 hours long, and are scheduled between 9:00am-6:00pm.
- This position is subject to the Creston Valley Public Library / CUPE 748 Collective Bargaining Agreement.

Qualifications

- Above-average computer skills and outstanding customer service skills.
- Familiarity with libraries and the core principles informing public library service.
- High-school diploma.
- Post-secondary education and/or library-specific training is an asset but not required.

Assessment Process

The assessment process will consist of a computer skills assessment and an interview. This position is subject to a criminal record check.

To Apply

Send an email with your resume/CV and share why you are interested in the position to info@crestonlibrary.com. Please include "LA1 Application" in the subject.

Application Deadline: Monday, April 29th @ 5pm.

Creston Valley Public Library is an equal opportunity employer. We welcome applications from people with disabilities, Indigenous people, and members of visible minorities who meet the above required qualifications.