



Kitchener Public Library

Casual Library Assistant, Community Libraries

September 23, 2024

Community Libraries

\$24.87 - \$28.84

Casual hours: days, evenings, and weekends

Who we are

Kitchener Public Library welcomes our community to engaging spaces where people connect, ideas flourish and lives are transformed. Our values are a reflection of who we are and what we strive for as a library.

The principles of equity, inclusion and belonging are present in all that we do. Everything from our spaces to our services is designed to value diversity, foster belonging and respect individual needs.

What we offer

- Comprehensive benefits
- Reliable pension
- Learning and development
- Innovative culture
- Paid time-off



**Comprehensive
benefits**



**Reliable
pension**



**Learning and
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**Innovative
culture**



**Paid
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What you will do

The Casual Library Assistant provides a high level of customer service at the Community Library for all members of the community in a way that meets their unique needs, regardless of their age, background, or ability level. This includes customers that may be living with addiction, mental illness or experiencing homelessness.

In this role you will:

- Provide basic reference and readers' advisory assistance and technology support services related to the circulation of materials
- Check customer identification, register customers as library members, and renew expired memberships
- Answer telephone inquiries from the public and staff at other locations about programs, availability of materials, hours of operation, etc
- Perform a wide variety of duties in support of community library activities
- Follow safe work practices and procedures in support of Kitchener Public Library's Health and Safety Policy

What you bring

- Post-secondary diploma
- 6-12 months of customer service or library experience

How to apply

If you are interested in this position, please send your resume and application form to Human Resources via resumes@kpl.org by **Thursday, October 3, 2024**.

Please quote **Casual Library Assistant, Community Libraries** in the subject line. To print a copy of our application form, go to www.kpl.org/your-library/job-opportunities.

Accommodations are available upon request for applicants with a disability.