



Kitchener Public Library

Library Assistant, Country Hills Community Library

November 26, 2024

Community Library

\$24.87 - \$28.84

Full-Time Position: days, evenings and weekends required; beginning January 2025

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 Full-Time 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
- Provide customer service related to the circulation of materials, such as checking in/out and renewing materials; explaining policies and procedures and granting exceptions when appropriate; negotiating financial transactions; etc
- Assist customers with program registrations, and reserving computers and study rooms
- Perform a wide variety of duties in support of community library activities, which may include photocopying, processing new books, shelf reading, maintenance of departmental statistics, and collection maintenance
- Perform a wide variety of duties in support of community library activities
- Assist in the promotion of programs
- Assist in the facilitation and support of adult programming initiatives

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 **Friday, December 6, 2024**.

Please quote **Full-Time Library Assistant, Country Hills Community Library** in the subject line. To print a copy of our application form, go to kpl.org/jobs.

Accommodations are available upon request for applicants with a disability.