

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 Public 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) Public Services Librarian at sjames@pentictonlibrary.ca. Please use "PPL2023-LAI" in the subject line. Review of applicants will begin on February 27th. The position will remain open until filled, internal applicants are invited to apply.

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.

Hours: 49 guaranteed hours over a two-week period, plus an additional 4.5 hours every other Sunday during the winter, with the potential for more. This position has a varied schedule, which may include evening shifts and weekend shifts.

Wage: \$23.19 / hour. This is a bargaining unit position.

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