

Permanent Job Posting

Position: Library Assistant – Children’s Services

General Statement of Duties: Responsible for ensuring the Library offers creative, engaging child- and family-focused services. Shares responsibility for other tasks necessary to the Library’s day-to-day operations.

Supervision Received: Reports directly to the Director of Library Services. If the Director is not available, the Assistant Director is deputised to advise and correct.

Supervision Exercised: Assists in supervising volunteers and student staff members.

Special Responsibilities:

- Develop and deliver programs and services for children and youth, including preparing for the Library’s Summer Discovery program.
- Provide reader’s advisory and occasional outreach services for children, families, and teachers.
- Maintain positive relationships with local schools, daycares, and other organisations focused on supporting children and families.
- Participate as a Library representative in local child- and family-focused organisations as requested.
- Provide purchase recommendations for books and other materials relevant to assigned responsibilities.
- Pursue partnerships and grants to support the Library’s children’s services.
- Participate in developing policies/guidelines related to responsibilities.

General Responsibilities:

- Know and consistently implement the Library Board’s Bylaws and Policies, library guidelines, and established emergency procedures.
- Contribute to maintaining a positive atmosphere for coworkers, patrons, and visitors.
- Assist with circulation and front desk duties, maintaining an orderly collection of materials, and interlibrary loan services.
- Maintain competency with online resources and train patrons in their use as requested.
- Maintain current operating knowledge of all library equipment.

Requirements:

- Must demonstrate an understanding of and interest in children’s literacy and child development.
- Must read and enjoy a wide range of children’s books for diverse ages.
- Assets are studies in education, early childhood education, education for diverse needs, recreation, literature, science, or music.

- Experience working with children's programs using storytelling, crafts, songs, games, STEM activities, etc.
- Commitment to ongoing professional development.
- Excellent command of spoken and written English.
- Commitment to providing friendly, welcoming, and inclusive service.
- Ability to work harmoniously with co-workers.
- Comfortable with computers and prepared to learn new systems and participate in training opportunities as necessary.
- Flexibility in undertaking varied tasks as assigned by the Director.
- Reasonable availability in line with the Library's schedule.

Hours of Work:

- 22.5-30 hours/week

Working Conditions:

- Lifting, pushing and pulling library materials; lifting and carrying up to a maximum of 12kg.
- Ability to squat, kneel, bend, raise arms above shoulders.
- Standing and walking for extended periods of time.
- Availability for evening and Saturday shifts.

Compensation:

- \$18-18.50/hour, depending on education and experience. Benefits after a 3-month probation include optional participation in the library's Chamber of Commerce Benefit Plan, 5% paid directly to the staff member's RRSP account, paid sick time, and paid community volunteer time.
- Increments are normally related to cost of living, performance, and/or increased responsibility.
- Vacation entitlement will increase as hours-worked requirements are met. Increase schedule is available upon request. Vacation time is available upon completion of probationary period.

The Drumheller Public Library strives to provide appropriate accommodations to help all staff members thrive in their work and welcomes applications from diverse candidates.

Application deadline: The position will remain open until a suitable candidate is found.

Please submit résumé and cover letter to:

In Person: Melody A Polych, Director of Library Services
Drumheller Public Library
80 Veterans Way

Mail: P.O. Box 1599, Drumheller, AB T0J 0Y0

E-mail: director@drumhellerlibrary.ca

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