



Library Assistant

Applications are invited for the position of Library Assistant for the Alnwick/Haldimand Public Library. Reporting to the Manager of Public Services, the Library Assistant will assist with branch operations in a small, rural Public Library.

Hours: Every other Saturday for a 4-hour shift plus 10 hours per month, as scheduled. This is a 6-month contract to start.

Duties and Responsibilities

- Circulation of library materials
- Provide assistance with technology
- Readers' advisory
- Help with planning and implementing library programming

Skills and Experience Desired

- Secondary School Diploma
- Outstanding customer service skills
- Knowledge and experience using technology such as: computer software, Internet, scanners, copiers, hand-held devices, smart phones
- Enthusiasm, creativity, outgoing
- Ability to work independently and in a team environment

To Apply:

Please provide a covering letter and resume in confidence by 4:00pm Thursday, December 2, 2021 to the attention of:

Elaine Skinner
Alnwick/Haldimand Public Library
2363 County Road 23,
Grafton, ON, K0K 2G0
or
libraryCEO@ahtwp.ca

A job description is available, but is currently under Board review

We thank all those who apply however only those selected for an interview will be contacted.