



## **Library Assistant I (Casual On-call)**

High River Library has an opportunity for a helpful, welcoming relationship-builder with daytime weekday availability. If you have a flexible schedule and are interested in libraries, public service, and technology join our team. Reporting to the Director, this position represents HRL to the community and supports public service operations.

### **Public Service**

- providing general orientation, direction, instruction, guidance and/or supervision to all library customers in person, online, and on the phone, including help with:
  - readers' advisory
  - technical help
  - library card signup and catalogue searches
  - promoting upcoming programs and library services
- arranging, filling or planning displays
- processing cash and credit transactions
- tasks associated with loans and returns (interlibrary loans, processing new items, drop box, catalogue searches)
- administrative tasks such as scheduling exams, booking meeting rooms, recording program attendance, volunteer hours, etc.
- opening and closing the library
- shelf reading and shelving items in proper order according to library guidelines
- general library tasks and maintenance
- other duties as assigned by the director

### **Technology**

- respond to problems and determine appropriate resolutions
- support and train public in using library technology (3D printer, Gadgets to Go items) and library online services (Libby, BrainFuse, Cantook Station, Freegal, cloudLibrary, Kanopy, etc.)
- provide troubleshooting of MS Office, printer/photocopier, and other library technology

### **You**

- active listener with excellent verbal and written communication skills
- perform effectively with co-workers in a team

- eager to provide a welcoming environment for all library customers
- demonstrate an existing foundation of strong digital literacy and technology troubleshooting skills
- take initiative and use good judgment when making decisions
- organized and able to prioritize tasks
- enjoy taking on new challenges
- have an interest in libraries, public service, and literacy

### **Additional Requirements**

- a minimum of Grade 12
- satisfactory background screening including a vulnerable sector criminal record check
- standard first aid training an asset

High River Library is an equal opportunity employer. All qualified candidates are encouraged to apply. If you require accommodation at any time throughout the recruitment process, please contact [director@highriverlibrary.ca](mailto:director@highriverlibrary.ca).

Apply by **August 18, 2024** via email with a PDF resume and cover letter to:

Mary Zazelenchuk  
Director  
High River Library  
**[director@highriverlibrary.ca](mailto:director@highriverlibrary.ca)**