

## **Mayne Island Community Library: Library Assistant**

If you enjoy working with people in a welcoming library setting, apply to join our team! The public library is a great place to gain work experience and build strong customer service skills. Join our enthusiastic team in delivering library services from our small library, a community hub promoting inclusion, diversity, a great selection of books, computers and Wi-Fi. The ideal candidate for this position has exceptional customer service skills, works well with others, is enthusiastic about libraries and life-long learning, and understands the importance of providing accessible services to everyone. Located on beautiful Mayne Island / S,KTAK, within the traditional and unceded territories of the Coast Salish.

### **ELIGIBILITY**

- Priority may be given to candidates who are between 16-30 yrs. old, and are students enrolled in full or part-time studies. Preference may be given to local residents.
- Be a Canadian citizen or a permanent resident or have refugee status in Canada.
- This position requires lifting, bending and twisting repeatedly, and moving of books and book carts weighing up to 20 kg.; extensive computer work while standing or sitting.

### **RESPONSIBILITIES**

- Provide excellent front line customer service to patrons, from youth to seniors.
- Learn the library's diverse collections (physical & digital); shelf items correctly and consistently.
- Use computer skills at the circulation desk to check-in/check-out materials, and issue library cards.
- Provide basic computer help to patrons on a variety of digital topics.
- Assist in delivering adult & youth programs.

### **EXPERIENCE NEEDED**

- Good computer skills; good working knowledge of English, spelling, punctuation and arithmetic.
- Experience working or volunteering in customer service is an asset.

### **WORK SCHEDULE**

- Part-time, 2 days per week from May to August, on weekdays and weekends; flexible scheduling for parents; work extensions may be possible.
- Work day: 5 hours/day; 10 am to 3:30 pm, lunch break provided.
- Salary: \$18.50-\$21.50/hour (based on skill level), plus 4% vacation pay.

Email your résumé (1 page max.) and a cover letter (250 words max.) outlining why you would like to work at the library, to Carmen Oleskevich, Library Director (coleskevich@crd.bc.ca). Posting will remain open until position is filled. Please contact me with any questions by email or phone (250-629-3722), I look forward to hearing from you!