



Job Advertisement

Name of Position: Branch Assistant (part-time, permanent)

Wage: \$15.30 /hour

Location: The People's Place: Antigonish Town and County Library

Schedule:

Week 1

Monday 12-5

Wednesday 9-2

Thursday 5-9

Sunday 12:30-4:30

Week 2

Wednesday 9-2

Thursday 5-9

Friday 12-5

Saturday 9-5

Sunday 12:30-4:30

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To apply, please send a resume to Kristel Fleuren-Hunter at kfhunter@parl.ns.ca or in-person at the Antigonish Library, no later than February 16, 2025

We thank all that apply but only those chosen for an interview will be contacted.

Summary

Under the supervision of the Branch Assistant-in-Charge is responsible for providing assistance to citizens in accessing all library materials, services, and programs.

Duties and Responsibilities

- As a first point of contact, provides welcoming orientation and guidance to all those wishing to access regional library materials, services, and programs.
- While interacting with the public, promotes library materials, services, and programs to all citizens.
- Provides efficient library service, including reader advisory, reference, referral, circulation, assistance with downloading eBooks and audiobooks, and general public assistance.
- Assists with clerical procedures such as shelving, shelf reading, and ensuring the efficient operation of library routines.
- May be asked to assist with programs including introducing and thanking guest speakers.
- May be asked for suggestions for materials, service improvements, and programming opportunities as well as communicating any public feedback.
- Responsible for keeping up-to-date on basic technology to be able to provide general assistance to patrons
- To work with library partners as required.
- Other duties as required.