



Library Assistant

Yellowhead Regional Library

TERM: June 14, 2021 to August 8, 2021 (eight weeks)

NOTE: Funded in part by [Canada Summer Jobs](#) for youth aged 15 to 30 years.

DESCRIPTION

Yellowhead Regional Library (YRL) is accepting applications for a term Library Assistant. If you enjoy a fast-paced environment, performing a variety of tasks and a team-oriented workplace, this is the opportunity for you.

POSITION

The successful applicant will work with the Collections and Resource Sharing and Library Development Services teams. Duties will include processing new materials, shipping interlibrary loan and new materials, reviewing and updating kits, helping with the virtual summer reading club program, relief for staff taking vacation, and other projects as assigned.

The operational nature of this position deems it necessary for work to be completed in our headquarters building. YRL has robust COVID-19 protocols that are strictly enforced among all employees.

QUALIFICATIONS & SKILLS

- Previous work experience in a library is an asset.
- Computer literacy in Office software is required.
- Knowledge of an automated library system is an asset.
- Strong work ethic and positive team attitude.
- Able to work with minimal supervision.
- Accuracy and attention to detail.
- Excellent verbal and written communication skills.
- Able to analyze and problem solve.

WORKING CONDITIONS

- Extended periods of time executing repetitive tasks.
- Frequent standing, walking, bending, lifting, reaching, pushing and pulling.
- Lifting and moving bins, carts and packages (up to 22.5 kg/50 lbs), manually and with ergonomic aids.
- Potentially dusty/dirty bins or boxes.
- Open office with distractions and occasionally noisy conditions.

ABOUT US

Formed in 1971, YRL is headquartered in Spruce Grove, AB, and serves a population of more than 295,000 through a network of member public and school libraries. Find out more at yrl.ab.ca.

COMPENSATION

The salary for this position is \$20.15 per hour plus four per cent vacation pay for a 35-hour work week.

APPLY

Interested candidates should submit a cover letter, resume and the contact information of three references by Monday, May 17 to Laurie Haak at lhaak@yrl.ab.ca.