

# Job Posting

Branch Library Assistant

Cyril Ward Memorial Public Library (Guysborough)



Eastern Counties Regional Library is looking for someone who enjoys helping people and has excellent computer and communication skills to work part-time (37 hours bi-weekly) for a permanent part-time position at the Cyril Ward Memorial Public Library in Guysborough.

The regularly scheduled hours of work for this position are Tuesday, Wednesday, and Friday 12:30pm-5:30pm and Saturday 9:30am-1:00pm.

Duties to include (but not limited to):

- Responsible for offering equal services to everyone in a welcome and inclusive environment.
- Responsible for the circulation of library materials with special attention paid to maintaining the privacy of library users.
- Responsible for administrative tasks including communicating branch supply requests, operating a payment system, recording and reporting of statistics, shelving and maintaining order of the library collection, and more.
- Responsible for communicating with the public about library services and branch-specific information.
- Responsible for planning and carrying out passive and in-person programming for children and adults (e.g., assembling craft 'take and make' kits, offering story times, hosting author readings, providing technology lessons, etc).

## Notable Physical and Mental Demands

Physical demands:

- Lifting and moving items weighing up to 9kg/20lbs
- Frequently required to walk, bend, push, reach, turn, and lift (e.g., pushing book carts, shelving, unloading and loading library materials from bins, etc)
- Long periods of time spent sitting and looking at a computer monitor

Mental demands:

- Thorough attention to detail and accuracy required in all work
- Required to maintain focus in a shared work environment

## **Job Posting:** Branch Library Assistant at Cyril Ward Memorial Public Library

- Continuous learning and retention of information and skills required to provide library services, including maintaining up-to-date knowledge of current policies, procedures, services, collections, and digital resources

### **Skills and Competencies Required**

Branch Library Assistants must possess and demonstrate the following skills and competencies:

- The ability to communicate and report honestly and reliably, exercising sound judgement in bringing concerns and training needs to the attention of their supervisor.
- The ability to work independently with minimal supervision, using excellent reading comprehension to find direction in the provided documented instruction.
- The ability to organize workload efficiently with close attention to detail.
- The ability and commitment to uphold a strict level of privacy and confidentiality.
- The ability and commitment to foster a space where all people, regardless of gender identity, gender expression, sexual orientation, disability, physical appearance, race, or religion are accepted and respected.
- A service oriented and professional attitude in all interactions with library users and other library staff.

### **Assets**

- Post-secondary education preferred.
- Customer service experience an asset.
- Library experience or Library diploma an asset.
- Cultural knowledge or lived experience an asset.

### **Further information**

Job ad posted: July 18, 2025

Application Deadline: August 1, 2025

Wage: \$19.20/hr

Job Classification: Branch Library Assistant

Position Type: Part-time, Permanent

Reports to: Director, Communications and Engagement

**Job Posting:** Branch Library Assistant at Cyril Ward Memorial Public Library

If interested in applying for this position, please send a cover letter stating your qualifications and interest in the position with a resume and three work references to:

Michelle Greencorn, Director, Communications and Engagement

Eastern Counties Regional Library

Email: [jobs@ecrl.ca](mailto:jobs@ecrl.ca)

Please note:

- Eastern Counties Regional Library is an equal opportunity employer. If you need assistance or an accommodation due to a disability, you may contact us at [jobs@ecrl.ca](mailto:jobs@ecrl.ca).
- Only those applicants who are shortlisted for an interview will be contacted.
- Eastern Counties Regional Library reserves the right to withdraw the competition if a suitable candidate cannot be found.